

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, March 25, 2025, 12:45-2:00 p.m.

Location: HSS 261 & [Zoom](#)

Chairs: Gary Huff (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Collin Ellis, Corinne Haynes, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, and Vanessa Malzone.

Interested Parties: Willis Barton, Lynn Dickinson, Ashley Eutsey, Matt Larcin, Laura Manson, Kas Metzler, Christine Miller, Steven Sedky, and Odemaris Valdivia.

I. Call to Order

12:49 p.m.

II. Public Comments

a. None

III. Announcements

a. None

IV. Approval of Minutes

a. February 25, 2025

Motion: F. Bolandhemat

Second: C. Ellis

Approved, 1 Abstention

V. Chair's Report

a. Educational Master Plan Workgroup Event

G. Huff encouraged the committee to attend the Educational Master Plan Workgroup event scheduled for Friday, March 28th, from 9:00 AM to 12:00 PM in the HSS building. G. Huff noted that it would be valuable for the committee to contribute an online education perspective to the various workgroups.

VI. Discussion & Action Items

a. Review Academic Senate AI ad hoc Committee feedback

G. Huff shared the final recommendations from the now-disbanded Academic Senate AI Ad Hoc Committee, which had been tasked with providing guidance on AI-related issues.

b. Overview of new AI Grant

The committee was briefed on a new AI-related grant in partnership with Glendale Community College. Faculty co-leads for the grant are Kas Metzler and Lynn Dickinson, with Steven Sedky serving as the grant administrator. The grant is scheduled to be presented to the Board of Trustees on April 1, 2025. It will provide funding for internal professional development opportunities for all faculty and support departmental AI coaches.

c. Discussion: OTL's role in AI planning at the college

G. Huff reported a recent discussion with the Academic Senate President regarding the committee's charge in light of the AI Ad Hoc Committee's recommendations. One emerging topic is the presence of AI bots in the classroom. The committee expressed interest in exploring this further and agreed it would be beneficial to invite representatives from IT, the Dean of Enrollment Services, and the Office of Student Judicial Affairs for future discussions.

d. Next steps in Exploring Proctoring Services

T. Whitaker shared a demonstration link for Honorlock, scheduled for Wednesday, March 26. The committee also reviewed concerns and gathered feedback regarding the current proctoring tool, Proctorio, which is presently limited to STEM faculty. Suggestions for improvement and broader accessibility were discussed.

e. First look and feedback: SMC's Guidance for Preparing for Emergency Remote

G. Huff presented a [draft of SMC's Guidance for Preparing for Emergency Remote Instruction](#). Committee members were asked to review the document and provide suggested revisions prior to the next meeting.

VII. Adjournment 1:42 p.m.

Motion: V. Malzone

Second: P. Trautwein

Approved

Next scheduled meeting: Tuesday, April 8, 2025, 12:45pm 2:00pm, HSS 261