

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, April 8, 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

12:48 p.m.

II. Public Comments

- a. C. Ellis shared information about the Educational Master Plan Collaborative Design Workshop scheduled for March 28.

III. Announcements

- a. None

IV. Approval of Minutes

- a. None

V. Chair's Report

- a. G. Huff announced that the [Online Teaching Conference](#) will be held June 16–18, 2025 and encouraged interested faculty to explore available professional development funding.
- b. T. Whitaker reported that the Faculty Lab Open House was held earlier today and had a few attendees. They hope to offer another session in the future.

VI. Discussion & Action Items

- a. Proctoring Services
 - i. Honorlock webinar

T. Whitaker shared that additional Honorlock webinars will be held on April 16 and April 25. The goal is for the committee to make an informed recommendation at the next meeting.

ii. Discussion and Next Steps

T. Whitaker noted that Honorlock does not currently offer a mobile or tablet feature, which could be a key reason to consider transitioning from Proctorio. The committee will review the upcoming webinars and continue discussions on whether to expand online proctoring beyond STEM disciplines.

b. Review Guidance for [Preparing for Emergency Remote Instruction](#) draft

The committee reviewed and suggested improvements to the draft document.

There was also discussion about possible dissemination channels, such as department chair Canvas shells, mProfessor, and Canvas Central. Committee members are encouraged to review and suggest final edits before the next meeting.

c. Planning for upcoming projects

G. Huff referenced a recent email from the Dean of Enrollment, Esau Tovar, regarding an incident involving Lexis Nexis, an AI-based tool used to detect fraud. The tool mistakenly triggered identity verification emails to all students rather than only new students. The committee agreed to keep this in mind for future planning and discussed inviting representatives to speak on addressing AI bots and related issues in the classroom.

VII. Adjournment 1:42 p.m.

Next scheduled meeting: Tuesday, April 22, 2025, 12:45pm 2:00pm, HSS 261