

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, April 22, 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

12:47 p.m.

### II. Public Comments

a. None

### III. Announcements

a. None

### IV. Approval of Minutes

a. None

### V. Chair's Report

a. None

### VI. Discussion & Action Items

a. [Guidance for Preparing for Emergency Remote Instruction](#) document

The committee made final revisions to the document.

b. Proctoring Services

The committee discussed features they appreciated about Honorlock, particularly its strong customer service. T. Whitaker advised that any recommendation should target the 2026–2027 academic year to allow sufficient time for an informed decision about selecting a new proctoring service. T. Whitaker also suggested inviting the Honorlock representative to the next meeting to address any follow-up questions.

**VII. Adjournment** 1:18 p.m.

**Next scheduled meeting:** Tuesday, May 13, 2025, 12:45pm 2:00pm, HSS 261