

Santa Monica College Online Teaching and Learning Committee

Meeting Minutes

Date & Time: Tuesday, December 9, 2025, 12:45-2:00 p.m.

Location: HSS 261 & [Zoom](#)

Chairs: Vanessa Malzone (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Collin Ellis, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, Juan Ramos, and Olivia Vallejo.

Interested Parties: Willis Barton, Dana Del George, 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. None

III. Announcements

a. None

IV. Approval of Minutes

a. November 25, 2025

Motion: F. Bolandhemat

Second: P. Trautwein

Approved

V. Chair's Report

a. Honorlock Updates

The Honorlock Pilot begin this Thursday with a training session scheduled for 1:30 p.m. Faculty interested in participating in the pilot are encouraged to contact V. Malzone.

V. Malzone shared that the ASCCC adopted resolution: [103.01 Use of Online Test Proctoring](#) which expresses support for exploring alternative assessments over online proctoring but does not explicitly oppose the use of proctoring tools.

b. SMC Emergency Remote Teaching Guide update.

C. Miller demonstrated additional location where the Emergency Remote Teaching Guide is now accessible via the SMC Online Education website at www.smc.edu/OnlineEd

VI. Discussion & Action Items

a. Honorlock resolution

After discussion, it was determined that drafting a formal resolution would not be necessary to proceed.

Motion to move forward with the recommendation to transition to Honorlock for STEM courses starting in the 26-27 academic year, with pilot implementation during Fall and Winter and training to begin in Spring 2026.

Motion: S. Hutchinson

Second: F. Bolandhemat

Approved

b. Spotting Bots Guidance Document Feedback

The committee reviewed the latest draft of the *Spotting Bots Guidance* document and provided additional feedback for revision. The committee also discussed strategies to effectively share the guidance with faculty without causing overwhelm. V. Malzone proposed continuing work on the draft during the winter break to prepare for Spring semester dissemination

c. Goals for the Academic Year

The committee discussed potential goals to focus on during Spring 2026 and will revisit the conversation at the next meeting for further development.

VII. Adjournment 2:00 p.m.

Motion: M. Hyeler

Second P. Trautwein

Approved

Next scheduled meeting: Spring 2026