

Santa Monica College Online Teaching and Learning Committee

Meeting Minutes

Date & Time: Tuesday, October 14, 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

12:47 p.m.

II. Public Comments

a. None

III. Announcements

- a. F. Bolandhemat shared a helpful tip for instructors experiencing discrepancies in their Canvas rosters, specifically when students who dropped on the first day still appear in the course. She recommended contacting ITHelp@smc.edu for support.

IV. Approval of Minutes

- a. September 23, 2025
Motion: P. Trautwein
Second: V. Malzone
Approved

V. Chair's Report

- a. Report out to Senate Exec and Senate about our recommendation to transition to Honorlock.

V. Malzone reported that she presented the committee's recommendation to transition to Honorlock at both Senate Executive and Academic Senate meetings. Questions were raised about whether the proctoring service would be expanded beyond STEM disciplines and whether it would also serve departments like Nursing. There were also suggestions to engage the Associated Students to gather additional feedback.

VI. Discussion & Action Items

- a. Recap of proctoring recommendation from last year and steps to move forward.

The committee reviewed the previous recommendation to transition to Honorlock for the 2026–2027 academic year and identified next steps for outreach and engagement:

- Two potential dates were selected for an information and demo session with Honorlock: November 6 or November 13, from 11:15 a.m. to 12:35 p.m.
- V. Malzone and T. Whitaker will coordinate outreach to STEM department chairs and distribute webinar details to collect questions and feedback ahead of the presentation.
- It was also suggested that students who have used Proctorio within the last two years be invited to attend and share feedback.
- J. Ramos recommended requesting a trial period to allow faculty to test Honorlock features firsthand.

Motion to approve next steps for awareness and outreach regarding the Honorlock recommendation for 2026–2027: C. Ellis

Second: S. Hutchinson

Approved

- b. First look and feedback: Spotting Bots Guidance Document

The committee reviewed the initial draft of the *Spotting Bots* guidance document and provided suggestions for revision.

- c. Goals for the academic year

The committee discussed possible discussion topics and goals for the current academic year. There were also questions about how the *Emergency Preparedness* document is currently being promoted and disseminated.

VII. Adjournment

Motion: F. Bolandhemat

Second C. Ellis

Approved

Next scheduled meeting: Tuesday, October 28, 2025, 12:45pm-2:00pm, HSS 261