

Santa Monica College Online Teaching and Learning

Meeting Minutes

Date & Time: Tuesday, September 23, 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, Lynn Dickinson, Ashley Eutsey, Matt Larcin, Laura Manson, Kas Metzler, Christine Miller, Steven Sedky, and Odemaris Valdivia.

I. Call to Order

12:46 p.m.

II. Public Comments

- a. Committee members introduced themselves.
- b. M. Larcin announced that he is recruiting faculty participants for his dissertation study.

III. Announcements

- a. None

IV. Approval of Minutes

- a. May 13, 2025
Motion: P. Trautwein
Second: V. Malzone
Approved

V. Chair's Report

- a. V. Malzone shared that she is working with J. Ramos to develop guidelines for identifying AI bots in online courses. A draft will be presented after receiving input from Admissions and IT professionals.
- b. V. Malzone also met with former OTL Chair Gary Huff (now chairing the new AI Committee) and Roxanna Cruz (OER Committee Chair) to discuss opportunities for collaboration, particularly given the overlapping scope of the committees.

- c. V. Malzone will be participating in the SOAR AI grant project and is currently enrolled in *EDUC 50: Teaching in the Age of AI*. She will share relevant insights and resources with the committee and will also facilitate an online teaching related training for the OER Committee.

VI. Discussion & Action Items

a. Review of Committee Scope

V. Malzone read aloud the committee scope to ensure all members had a shared understanding of the committee's purpose and responsibilities.

b. Discussions of AI Bots with Guests from Admissions and IT

- i. Dr. Esau Tovar, Dr. Esau Tovar, Jose G. Hernandez, and Michael Dammers from the Admissions team gave a presentation on fraud detection in enrollment and online courses. They shared current trends, mitigation strategies, and tools used to detect fraudulent activity. Faculty who suspect fraudulent activity are encouraged to contact enrollment@smc.edu.
- ii. Dan Rojas, Manager of Information Security, provided an overview of AI-related security concerns in education. He will deliver a more detailed presentation next month via the EpiCenter in conjunction with Cybersecurity awareness efforts.

VII. Adjournment 2:00 p.m.

Motion: C. Ellis

Second: O. Vallejo

Approved

Next scheduled meeting: Tuesday, October 14, 2025, 12:45pm-2:00pm, HSS 261