Santa Monica College Online Teaching and Learning Committee

Meeting Minutes

Date & Time: Tuesday, November 25, 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

12:50 p.m.

II. Public Comments

a. None

III. Announcements

a. The 2026 Online Teaching Winter Institute will be held in person on January 22, 2025, with the theme: *"A Hands-On Institute for Course Innovation."* RSVPs have been sent out. Attendees will also have the opportunity to reserve time in the Faculty Studio Lab in advance.

IV. Approval of Minutes

a. October 14, 2025
   Motion: P. Trautwein
   Second: V. Malzone
   Approved

V. Chair's Report

a. Honorlock Updates
   A live demo of Honorlock was held on November 6. Survey feedback from attendees was generally neutral, with some indicating they would consider using the tool. V. Malzone, T. Whitaker, and S. Hutchinson presented the proctoring update to the department chairs on November 21.
b. SMC Emergency Remote Teaching Guide Update

The document is placed on the EpiCenter website and on the OTL committee website. The committee brainstormed various places to put the document including the DE website. The finalized guide is now available on the EpiCenter website and the OTL Committee website. The committee brainstormed additional locations for posting the document, including the Distance Education website.

c. OER Training Presentation

V. Malzone gave a presentation on resources available through Canvas Commons and highlighted other Distance Education tools that may support OER and instructional design efforts.

VI. Discussion & Action Items

a. Honorlock resolution

The committee reviewed the draft of the resolution and made suggestions and also considered a separate resolution to address a recommendation to explore non-STEM disciplines use online proctoring. V. Malzone informed the committee that the Academic Senate for California Community Colleges (ASCCC) passed a resolution opposing online proctoring by an overwhelming majority. The language in the final resolution differs from the initial draft previously shared. She will gather more information to determine how the committee should proceed with its recommendation.

b. Distance Education Survey for Online Students

DE Student Satisfaction Survey will be deployed via Canvas beginning December 1, with a closing date of February 10.

c. Spotting Bots Guidance Document Feedback

The committee reviewed the initial draft of the *Spotting Bots Guidance* document and provided feedback for further revision.

d. Goals for the Academic Year

The committee agreed to continue discussion of annual goals at the next meeting.

VII. Adjournment 2:00 p.m.

Motion: O. Vallejo

Second S. Hutchinson
Approved

Next scheduled meeting: Tuesday, December 9, 2025, 12:45pm-2:00pm, HSS 261