

Santa Monica College Online Teaching & Learning Committee

Meeting Minutes

Date & Time: Tuesday, September 29, 2:30-3:30 p.m.

Location: HSS 261 & [Zoom](#)

Chairs: Angie Misaghi (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Dana Del George, Collin Ellis, Alex Ibaraki, Maral Hyeler, Lauren Movius, and Paul Trautwein

Interested Parties: Willis Barton, Lynn Dickinson, Ashley Eutsey, Sandra Hutchinson, Matt Larcin, Laura Manson, Kas Metzler, Christine Miller, Steven Sedky, and Odemaris Valdivia, Vanessa Malzone

I. Call to Order

2:33 p.m.

II. Public Comments

a. None

III. Approval of Minutes

a. May 26, 2026

Motion: D. Del George

Second: F. Bolandhemat

Outcome: Approved with two abstentions.

IV. Chair's Report

a. Accessibility Ambassadors/Coaches

T. Whitaker provided an update on the Accessibility Ambassadors and Coaches initiative, noting that faculty representatives have been selected for participating departments. She also highlighted the successful professional development sessions held during Professional Development Day, including morning and evening sessions. An additional open lab is scheduled for October 16, from 11:00 a.m. to 3:00 p.m., in the Success and Engagement Center to provide continued faculty support.

V. Discussion & Action Items

a. New Members

Committee members introduced themselves.

b. Committee Scope & Function

A. Misaghi reviewed the committee's scope and responsibilities to ensure a shared understanding of its purpose and functions. Members were invited to ask questions.

c. OTL Goals for 2026-27

A. Misaghi shared the draft Academic Senate goals for 2026–2027, highlighting Goal #7, *Online Instructional Evaluation*, which proposes reviewing and developing an online teaching evaluation form to complement the existing faculty evaluation process. The proposed form would align with the Academic Senate-approved instructional framework, accreditation standards, and best practices for online instruction. The committee discussed incorporating this initiative into its annual goals, with an emphasis on developing a framework for evaluating online instruction.

The committee also revisited goals discussed at the previous OTL meeting, including increasing awareness of educational technology tools available to faculty. Members discussed reorganizing the Request for Canvas App webpage to provide greater clarity about approved tools, their functions, and departmental availability. The Distance Education department will consider the committee's feedback and present proposed updates at a future meeting.

Additionally, the committee discussed strategies for improving the visibility and dissemination of existing faculty resources. V. Malzone suggested collaborating with Erin Cue, Chair of the New Faculty Committee, to explore opportunities to incorporate online teaching and educational technology resources into new faculty support and onboarding activities.

VI. Adjournment 3:28 p.m.

Motion: A. Misaghi

Second: L Movius

Outcome: Approved

Next scheduled meeting: Tuesday, October 13, 2026, 2:00pm-3:30pm, HSS

261