Santa Monica College

Distance Education Committee Meeting

Meeting Minutes

Date & Time: March 9, 2021 at 12:45 p.m.

Location: Zoom

Chairs: Joelle Adams (Chair), Tammara Whitaker (Vice-Chair)*,

Members: Fariba Bolandhemat, Vanessa Bonilla, Dana Del George, Sandra Hutchinson, Maral Hyeler (Interim Vice-Chair), Regina Ip, Odemaris Valdivia

Interested Parties: Sheila Cordova*, Ashley Eutsey, Aaron French, Yukiko Tsuboi, Sue Lee*, Laura Manson, Christine Miller, Angelina Misaghi, Steven Sedky*, Alexander Ibaraki *

In attendance: Lourdes Arevelo

*absent

I.   Call to Order

Joelle Adams called the meeting to order at 12:49 p.m.
Motion: D. Del George

Second: V. Bonilla

Approved

II.   Public Comments

Lourdes Arevelo is attending as Chair of Modern Languages Department with an interest in advocating for more synchronous distance education classes.

Joelle commented that what we mean by "online" classes (which have traditionally been asynchronous) is shifting in the current education landscape. The DE Committee is creating synchronous best practices to be shared with the SMC community.

III.   Approval of Minutes

a. 02/23/2021

Motion: D. Del George

Second: F. Bolandhemat

Approved

IV. Chairs' Business

a. [DE Committee web page updates](#)

Demonstration of updating and reorganization by Joelle and Regina. Please send suggestions for any changes to Chairs.

b. [Action Reporting](#) – Joelle wants to add an action follow up to items that have previously been brought up but aren't necessarily on the current agenda. Joelle has created a chart in Teams to track this type of information.

- Joelle reported that she did follow up on who the Committee would need to speak to about increasing student WiFi access on campus
- Other action items covered elsewhere in agenda

V. Discussion Items

a. SMC Shared Governance Processes – N. Donahue

- Senate committees are recommending bodies.
- Committee items added to agendas by Chair/Vice Chair in response to committee discussion and/or as issues arise on campus.
- Committees can create resolutions, which go through shared governance process (approval by Senate Executive Committee and Senate body) to make recommendations. These are then read to the Board of Trustees by the Senate President.
- Committees can create best practice documents to be presented to the community.
- Committees can review and update Academic Regulations (ARs) relevant to their committee through the shared governance process.
- When creating resolutions, whereas statements are the reasons for the resolution (resolutions or "resolved" statements are recommendations).

Nate reviewed the current progress made on Senate goals

Nate explained the context and responsibility for the Committee regarding BP4105.

b. Meeting Norms

- We'll try to raise our hands and wait to be called on, but want to preserve the natural conversational "back and forth" that spontaneously occurs.
- Vice Chair will monitor the chat and Chair will monitor for hand raising.

c.   DE Committee Scope and Functions

Motion to take revised DE scope and functions to Senate Exec. Committee.

Motion: D. Del George

Second: V. Bonilla

Approved

d.   DE Committee Vision, Goals, and Planning

Committee to consider and suggest potential goals in light of SMC values, mission, and goals; Senate goals; current issues; challenges and opportunities arising from current context (e.g. a "post-pandemic" world). Will be main agenda item for the next meeting.

e.   Board Policy 4105

Move to approve as presented: D. Del George

Second: O. Valdiva

Approved

VI.   Adjournment

The meeting was adjourned at 2:00 p.m.
Motion: R. Ip

Second: F. Bolandhemat

Approved

Next scheduled meeting: The next meeting of the Distance Education Committee will be Tuesday, March 23, 2021 via Zoom