

Santa Monica College

Distance Education Committee Meeting

Meeting Minutes

Date & Time: October 6, 2020 at 12:45 p.m.

Location: [Zoom](#)

Chairs: Laura Manson (Chair), Tammara Whitaker (Vice-Chair)

Members: Fariba Bolandhemat, Vanessa Bonilla, Maral Hyeler, Regina Ip, Dana Del George, Sandra Hutchinson, Christine Miller, Odemaris Valdivia, Ashley Eutsey, Joelle Adams

Guests: Steven Sedky, Ellen Cutler, Aaron French

*excused absence

I. Call to Order

L. Manson called the meeting to order at 12:47 p.m.

II. Public Comments

No public comments.

III. Approval of Minutes

a. 9/22/2020

Motion: Fariba Bolandhemat

Second: Maral Hyeler

Unanimously Approved

IV. Action & Discussion Items

a. Camera Resolution Draft - Camera/Video Use in Online Synchronous

1. The committee worked on a resolution to address camera/video use in online synchronous courses. L. Manson will present the resolution to the Academic Senate.

Motion to approve: Joelle Adams

Second: Dana Del George

b. SMC Synchronous Best Practice DRAFT (Breakout Rooms)

1. L. Manson assigned committee members to their area of focus to draft best practices for SMC synchronous online courses. The committee will continue to work on their assigned topics and reconvene to finalize the document.

V. Future Agenda Items

- a. Camera/Video Use in Synchronous Online Courses Resolution

- b. Developing an SMC Synchronous Best Practice Document
- c. Distance Education Committee Scope and Function

VI. Adjournment

The meeting was adjourned at 2:00 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be October 20, 2020 from 12:45 - 2:00 p.m. via Zoom

