Santa Monica College
Distance Education Committee Meeting

Meeting Minutes

Date & Time: October 20, 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: Sheila Cordova, Steven Sedky, Ellen Cutler, Aaron French, Sue Lee, Kevin Chicas, Sherri Bradford, Elisa Meyer

*excused absence

I.   Call to Order

L. Manson called the meeting to order at 12:48 p.m.

II.   Public Comments

No public comments.

III. Approval of Minutes

None

IV. Action & Discussion Items

a. Synchronous Teaching: Camera Use Resolution DRAFT Discussion with Equity and PD Committee Members

1. K. Chicas met with the committee to share suggestions and concerns regarding the draft of the resolution on behalf of the Diversity and Equity Committee. There were concerns that the resolution was not detailed enough to provide faculty and students with policies and protocols surrounding alternative options should a student opt out of using a camera. There was also discussion regarding Proctorio use, in which T. Whitaker clarified that the resolution is only addressing camera use in synchronous online courses at the moment.

   E. Meyer suggested the document provide additional clarification and framing to avoid confusion about the intention of the resolution. She also would like the language to specifically address Black and Latinx students in the statement surrounding student groups. There was robust discussion among the committee regarding using terminology such as "underrepresented" vs. "minoritized" vs. "underserved" to describe student groups.

2. Committee members and guests shared additional possible reasons a student may not feel comfortable turning on a camera (i.e. privacy concerns, uncomfortable around a faculty member, etc.)

3. The committee worked on revising the language of the draft to include suggestions from the Academic Senate and visitors. L. Manson received permission from committee members to clean up any grammatical errors to send as a draft to the Academic Senate.

V. **Future Agenda Items**
   a. Camera/Video Use in Synchronous Online Courses Resolution Discussion
   b. Developing an SMC Synchronous Best Practice Document
   c. Distance Education Committee Scope and Function Review

VI. **Adjournment**
   The meeting was adjourned at 2:11 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be November 3, 2020 from 12:45 - 2:00 p.m. via Zoom

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