

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, September 27, 2022

**Location:** [Zoom](#)

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

**Voting Members:** Fariba Bolandhemat, Vanessa Bonilla, Dana Del George, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, Odemaris Valdivia

**Interested Parties:** Diane Arieff, Lourdes Arevalo, Sheila Cordova, Ashley Eutsey, Corinne Haynes, Gary Huff, Sue Lee, Kas Metzler, Christine Miller, Angelina Misaghi, Steven Sedky, Scott Silverman, George Skriabin, Yukiko Tsuboi, Kayli Weatherford

**I. Call to Order:** 12:46 p.m.

### II. Public Comments

- a. C. Miller was invited to participate in a Universal Design for Learning professional development opportunity by faculty member Thomas Chen. She plans to share what she has learned in the future with the committee and the faculty she assists.

### III. Approval of Minutes

- a. [Sep 13, 2022](#)  
Motion: O. Valdivia  
Second: F. Bolandhemat  
Approved

### IV. Chairs' Business

- a. The Senate had a robust discussion about the language of the goals and were in support of DE's language, although the goals are not yet approved by the Senate yet. There were also discussions about adding additional goals to improve the faculty ranking committee process and the full-time to part-time faculty ratio.

## V. Discussion/Action Items

### a. SMC DE Data

Hannah Lawler presented data to the committee showing the six-year trends of DE enrollment and academic outcomes.

### b. DE Committee Goals

The committee discussed whether to focus on one or two goals for the semester. Committee members shared their suggestions about priorities for the year and it was decided to focus on the tasks of the first main goal.

Motion to adopt one DE goal for the semester: O. Valdivia

Second: V. Bonilla

### c. DE Professional Development Infographic Feedback

C. Miller shared the infographic and website worked on by the marketing department and P. Trautwein. The infographic showcases PD opportunities depending on the skill level of DE faculty. The committee shared feedback and gave suggestions to improve the design and information provided.

## VI. Adjournment- 2:00 p.m.

Motion: F. Bolandhemat

Second: P. Trautwein

Approved

**Next scheduled meeting:** October 11, 2022, from 12:45 - 2:00 p.m. via Zoom