

Santa Monica College

Distance Education Committee Meeting

Meeting Minutes

Date & Time: November 3, 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

Interested Parties: Ellen Cutler, Steven Sedky, Sheila Cordova, Aaron French, Sue Lee

Guests: Jason Beardsley

I. Call to Order

L. Manson called the meeting to order at 12:46 p.m.

II. Public Comments

J. Beardsley spoke to the process of requesting section notes regarding camera use and/or online proctoring. If faculty do not see the section notes, they should reach out to J. Beardsley and copy their department chair. He also stated that there is a [policy posted](#) regarding online proctoring that is Covid-19 related.

III. Approval of Minutes

a. 10/6/2020

Motion: Fariba Bolandhemat

Second: Vanessa Bonilla

Unanimously Approved

b. 10/20/2020

Motion: Fariba Bolandhemat

Second: Dana Del George

Unanimously Approved

IV. Action & Discussion Items

a. [Synchronous Teaching: Camera Use Resolution DRAFT](#) Discussion with Equity and PD Committee Members

1. L. Manson reported the Academic Senate Executive Committee responded favorably to the resolution and suggested minor revisions to forward to Academic Senate.

a. L. Manson also provided the slides and a brief summary of the "ASCCC Challenges and Opportunities Regarding Camera Use and Synchronous Online Instruction" webinar from Oct. 29th.

b. [Distance Education Scope and Function](#) review

1. The committee reviewed the current scope and function of the committee to update. E. Cutler proposed adding accessibility into the recommendations in part b of the scope and functions of the committee. D. Del George also proposed adding “equitable distance education” in the scope. L. Manson suggested the addition of “evidence-based best practices” in the scope.

c. SMC Synchronous Best Practice DRAFT (Breakout Rooms)

1. The committee split into their assigned 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 Use in Synchronous Online Courses Resolution Update
- b. Distance Education Committee Scope and Function Review Update
- c. Developing an SMC Synchronous Best Practice Document

VI. Adjournment

The meeting was adjourned at 2:02 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be November 17, 2020 from 12:45 - 2:00 p.m. via Zoom

