Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, October 31, 2023
Location: HSS 361 (voting members) and via Zoom (interested parties)
Chairs: Clare Battista (Chair), Tammara Whitaker (Vice-Chair)
Voting Members: Fariba Bolandhemat, Vanessa Malzone, Corinne Haynes*, Christina Gabler, Sandra Hutchinson*, Maral Hyeler, and Paul Trautwein*
Interested Parties: Joelle Adams, Diane Arieff, Lourdes Arevalo, Sheila Cordova, Dana Del George, Ashley Eutsey, Gary Huff, Matt Larcin, Sue Lee, Kas Metzler, Christine Miller, Angelina Masaghi, Cassie Rockwell, Steven Sedky, Scott Silverman, Odemaris Valdivia, and Kayli Weatherford
* Absent

I. **Call to Order:** 1:03 p.m.

II. **Public Comments**

    a. None

III. **Announcements**

    a. None

IV. **Approval of Minutes**

    a. Approval of Minutes from October 17, 2023

       Motion: M. Hyeler

       Second: F. Bolandhemat

       Unanimously approved.

V. **Discussion & Action Items**

    a. Update from Exec on DE Name Change (C. Battista)

       Academic Senate Executive endorsed the new committee's name, Online Teaching & Learning Committee (OTLC)

    b. Chairs' Canvas Use Survey: Results & Discussion (C. Battista & T. Whitaker)

The committee reviewed the findings of the survey and discussed strategies to enhance department chairs' awareness of their discretion in assigning classes, particularly in the context of online course preparation. The committee also discussed developing informative documents containing resources to guide and advocate specific criteria when assigning online classes.

c. AI and your Syllabus – tweaks & fine tuning (F. Bolandhemat & C. Battista)

The committee ironed out details regarding the first "Online Community Exchange: AI and your Syllabus" hosted on November 1, 2023 at 10:00 a.m.

VI. Adjournment

Motion: M. Hyeler
Second: C. Gabler

Next scheduled meeting: Tuesday, November 14, 2023, from 1:00-2:15 p.m. In HSS 361.