

Santa Monica College Distance Education Committee

Meeting Agenda

Date & Time: Tuesday, 17 October 2023, 1:00-2:15pm

Location: HSS 361 (voting members) and via [Zoom](#) (interested parties)

Chairs: Clare Battista (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Christina Gabler, Corinne Haynes, Sandra Hutchinson, Maral Hyeler, Vanessa Malzone, 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

I. Call to Order

II. Public Comments

III. Announcements

IV. Approval of Minutes

- a. Approval of Minutes from [3 Oct 2023](#)
- b. RE-approval of Minutes (from [19 Sept 2023](#), [23 May 2023](#))

V. Discussion & Action Items

- a. Revote (for the record) on Online Community Exchange name (Clare)
- b. Revote (for the record) on DE Committee Name Change (Clare)
- c. AI and your Syllabus – Format/Resource Discussion (Fariba)
 - o Please read the newsletter before the meeting. Be sure to follow the syllabus sample links, too. [PERC Newsletter on AI](#)
- d. Next Topic/Date for Online Community Exchange
- e. On-ground w/Canvas (Clare & Tammara)

VI. Agenda Items/Tasks/Discussions for next meeting

VII. Next scheduled meeting: Tuesday, 31 October 2023 from 1:00-2:15 in HSS 361

VIII. Adjournment