

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, November 9, 2021 at 12:45

**Location:** [Zoom](#), Password: 849944

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

**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 Hayes, Gary Huff, Sue Lee, Laura Manson, Kas Metzler, Christine Miller, Angelina Misaghi, Steven Sedky, Scott Silverman, George Skriabin, Yukiko Tsuboi

\*Excused absence

### I. **Call to Order:** 12:47 pm

Motion: D. Del George  
Second: F. Bolandhemat  
Approved

### II. **Public Comments**

None

### III. **Announcements**

None

### IV. **Approval of Minutes**

None

### V. **Chairs' Business**

#### a. Update on Senate Goals and Current Senate Activity

The first read of the Synchronous and Equitable Best Practices Document received positive feedback and a few suggestions. The chair will bring back the suggestions once the document is reviewed by Academic Executive and Senate Committee.

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## **VI. Discussion Items**

### a. DE/Online Proctoring Stakeholder Listening Session

The committee heard from a range of stakeholders about their preferred solutions for proctoring for DE classes at SMC.

## **VII. Adjournment-** 2:06 p.m.

**Next scheduled meeting:** November 23, 2021, from 12:45 - 2:00 p.m. via Zoom