

Santa Monica College Ad Hoc Modalities Committee

Meeting Minutes

Date & Time: Tuesday, 31 May, 2021 at 2:30-3:30pm

Location: Zoom

Chair: Joelle Adams

Attendees: Jason Beardsley, Sheila Cordova, Chris Grant, Kas Metzler, Jillian Alexander, Maral Hylar, Christine Miller, Tammara Whitaker

I. Call to Order and Approval of Agenda

Meeting called to order at 2:32pm. Agenda for meeting approved with 100% “ayes”.

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Minutes from 3 May 2022 approved with unanimous vote of voting members in attendance.

V. Chairs’ Business

None

VI. Action/Discussion Items

The Committee worked through implementation of the agreed recommendations:

- Making the online schedule more clear and user-friendly in consultation with students and faculty

- Student think-aloud protocol
- Work with IXD program
- Consider student tutorials, training as part of enrolment process
- Communicate with faculty via Senate and Senate committees

- Making modality descriptors more clear and simple
 - As above

- AA to consult with full Senate, Chairs, and Curriculum re: modalities and online scheduling
 - Senate President to invite AA to Senate meetings
 - DE to remind Senate President

- Education and professional development support for faculty
 - Jason Beardsley and relevant/compensated faculty to create session for Fall/Spring Institutional PD days
 - DE Department to update Online Teaching and Design and Winter/Summer Institute curriculum with pedagogical and Title V information, including rationale and practical steps for implementing principles
 - Jason Beardsley and relevant/compensated faculty to work with Chairs from each Department to ensure all faculty receive messaging
 - Christine Miller and Jason Beardsley to work with the marketing team
 - Use Areas of Interest Professional Development initiatives

- Education and support for students
 - Work with Associated Students to devise best messaging

- Education and support for non-teaching faculty and staff
 - Jason Beardsley to share faculty and student messaging with Counselors and managers of other student-facing staff
 - Use Areas of Interest Professional Development initiatives

VII. Adjournment

Meeting adjourned: 15:20

Next scheduled meeting: N/A