

Santa Monica College
Distance Education Committee Meeting

Meeting Minutes

Date and Time: Tuesday, 6 April, 2021

Location: ZOOM

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

Members: Fariba Bolandhemat, Vanessa Bonilla, Dana Del George, Sandra Hutchinson, Maral Hyeler (Interim Vice-Chair), Regina Ip, Odemaris Valdivia

Interested Parties: Sheila Cordova, Ashley Eutsey, Aaron French*, Yukiko Tsuboi, Sue Lee*, Laura Manson, Christine Miller, Angelina Misaghi*, Steven Sedky, Alexander Ibaraki*, Lourdes Arevalo

*Absent

I. Call to Order 12:47 pm

Motion to accept amended agenda: F. Bolandhemat

Second: D. Del George

Approved

II. Public Comments

- a) Kristin Lui-Martinez her Proctorio experience to ensure testing integrity. Not a requirement if student indicates uncomfotableness with Proctorio. Not using it as a punitive tool. She is concerned that other instructors might use it as a punitive tool especially considering equity concerns. Better faculty training on authentic care for students. Chair clarifies that DE committee isn't in charge of purchasing or requiring use of Proctorio.
- b) Alex Tower-Coming in lieu of Deb Perrett and asking for synchronous Distance Ed options. Asking for DE Committee support on this. Chair indicates this is already on the agenda for this year.
- c) Kevin Chicas-he wants to reclarify some previous comments on Proctorio. He worked with Kristin over the winter addressing concerns of students. Would like DE committee to help clarify proper use of Proctorio with other departments. Would like this dialog seek out student input on this tool as well as other faculty. Concern that Proctorio isn't being used equitably.

III. Approval of Minutes

a. [23 March 2021](#)

Motion: D. Del George

Second: F. Bolandhemat

Approved

VI. Chairs' Business

- a) Clarification on Time Commitments: Professionalism and responsibility on the members own recognition of their obligations and determining if that member can fulfill the commitment.

- b) Clarification on Committee Membership: Chair found that DE is not limited to the number of members just only a ratio of managers to faculty. Chair suggests we might revisit membership in the Fall 2021 semester.
- c) Proctorio Update: BoT needs to make decision on if they will renew Proctorio contract. There are both those for and those against it. Many want DE to weigh in but we have already said that this is a tool like any other for individual faculty to use as they see fit for their classrooms.

Maral adds that if DE did weigh in on discussion it would be in a general sense and not a "how-to" resolution.

Odemaris gives background on original intention of adopting Proctorio, which was because lack of proctoring software was impairing students' ability to transfer.

Dana, Vanessa, and Steven suggest options for the DE committee to explore, including information gathering and generic suggestions for considerations on how to effectively assess students in online environments.

Chair suggests that perhaps, because of discussion comments, that this should be revisited in our goals discussion. Chair moves this discussion to our goal setting discussion.

- d) DE Scope and Functions: Chair reports that proposed changes were accepted by Senate Executive Committee so the proposals move forward for full vote by Academic Senate at the next meeting.

V. Discussion/Action Items

a) DE Committee Goals

Committee agrees that advocating for new modalities of course delivery at SMC is most important goal. Committee discusses current barriers to synchronous online teaching, including funding formulas and ARs. Perhaps a generic resolution asking for more modalities and then have best practice separate. DE would also need to update ARs regarding online courses in addition to a resolution.

Committee agrees to complete goal of offering best practice suggestions for synchronous online teaching. Laura and Dana will bring something to the Committee in May.

Committee agrees to find out more about barriers to and any future plans to broaden free WiFi access. Maral to collect information from Academic Affairs.

Committee agrees to consider making general, generic suggestions about effective, equitable online assessment.

Motion to approve DE goals

Motion: D. Del George

Second: V. Bonilla

Approved

- b) SMC Distance Education Modalities – moved to next meeting.

VI. Adjournment-2:00 pm

Motion: D. Del George

Second: ?

Approved

Next scheduled meeting: 27 April 2021, 12:45pm on Zoom
