**Minutes: Distance Education Committee**

Room SS4-409 Pittsburg, Rm 125 Brentwood and via Zoom

Monday, October 20, 2025, 2:30-2:45pm

**Present voting:**

Sara Toruño-Conley DE Co-Chair,

Erlinda Jones DE Co-Chair

Cindy McGrath

Nina Ghiselli (BRT) *(arrived 2:13pm)*

Marie Arcidiacono-Kaufman

Benaz (Boe) Mendewala

**Present non-voting:**

Matthew Muterspaugh

Lyssa Shabusheva

Jill Bouchard

Roseann Erwin

Irsabenda Archuleta

Aprill Nogarr

Courtney Diputado

Matthew Stricker

**Absent voting:**

Maria Perrone (BRT)

**Call to Order**

The meeting was called to order at 2:08pm

**Announcements/Public Comments**

Transfer Opportunity Fair is tomorrow in the quad.

Domestic Violence Awareness Day is tomorrow, and everyone is encouraged to wear purple to show support

Dreamers conference is on Saturday, and there is a call for volunteers

Pronto FLEX professional development on November 7th

AWS related Canvas outage was mentioned to not have affected some preset messages in Canvas.

**Teleconference Waiver**

None.

**Agenda**

Approved with 1 edit (Cindy/Boe) 6/0/0 Unanimous

**Minutes October 6th**

Approved with 4 edits Erlinda/Cindy (5/0/1) Boe abstains

**DE Updates**

* **Canvas Integration Request Form live on the DE website**

Sara shared how to access the form off the DE Website. The form is a button under the Forms & Resources page.

Chairs also mentioned there has not been an update about the RSI 4CD Internal Review.

**Canvas Integration Request Evaluation Process**

* **Creating a process**

Sara shared the word document that outlined a rough draft of the workflow once the integration request is received.

On the form, there is a VPAT question, which is related to accessibility. It is currently the only means to evaluate accessibility. It may be beneficial to pilot the integration on a sample set of devices to test the accessibility. It is possible to ask for a trial.

Committee members noted that Data Privacy should be reviewed on the same step as Accessibility. It was noted that District IT or Satish can most likely be contacted for this. A question was brought up regarding the privacy of pedagogy created content. Lyssa shared that the question was asked previously, but she does not remember the context, and that maybe her manager, Nicole Trager would have more information.

Committee agreed that a rubric would be helpful.

District Distance Education made it clear that the campus-level integration decision should be made by the campus level authority.

Some integrations are currently available for instructors to install themselves. My Open Math is an example of an integration that does not require higher permissions.

Marie will send the chairs a rubric draft.

Moots suggested using My Open Math & Nectir as a test and running it through the form & process by a subgroup.

**The DE Position Paper**

* **Updated Draft**

Erlinda is updating the draft at her convenience, moving pieces around. The most recent change is the appendix.

Equity rubric from Peralta Community College. Equity Rubric went to the Academic Senate on 3/21/21

It was suggested to make a section on how to handle outages for online courses: downloading roster with email address; materials should be in a word doc on their own computer, etc

**LMC AI Policy**

* **Context (AI Task Team, 4CD Policy, and Academic Senate)**

The question is should the position paper have a portion about AI policy. There is no LMC AI policy at the moment. This topic is up for thought and discussion for members.

* **Review draft policies**

tabled

* **Whose purview is this?**

tabled

* **Add to Position Paper?**

tabled

**Future Agenda Items**

LMC AI Policy

Equity rubric in the position paper

Next meeting will be November 3rd, 2025

The meeting adjourned at 2:59PM