**Minutes: Distance Education Committee**

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

Monday, October 6, 2025, 2:30-2:45pm

**Present voting:**

Sara Toruño-Conley DE Co-Chair,

Erlinda Jones DE Co-Chair

Cindy McGrath

Nina Ghiselli (BRT)

Marie Arcidiacono-Kaufman (BRT)

Maria Perrone (BRT)

**Present non-voting:**

Matthew Muterspaugh

Lyssa Shabusheva

Jill Bouchard

Irsabenda Archuleta

Aprill Nogarr

Courtney Diputado

Matthew Stricker

**Absent voting:**

Benaz (Boe) Mendewala

**Call to Order**

The meeting was called to order at 2:07

**Announcements/Public Comments**

Cindy – 5th issue of the Experience is out.

Lyssa – our campus will be participating in Domestic Awareness day by doing a wear purple day. The announcement has not been solidified yet, and more details will come from the LMC President

**Teleconference Waiver**

None.

**Agenda**

Approved (Cindy/Marie) 6/0/0 Unanimous

**Minutes September 19th**

Approved Cindy/Erlinda (6/0/0) Unanimous

**DE Updates**

* **BEOI and RSI Courses start on October 6th**

The semester’s BEOI starts today. Erlinda is facilitating it with Emma. The pilot RSI is also launching today. There is only one BEOI per semester now.

Members wondered if the training certification is for life or if there is a time limit. There currently is no time limit officially.

* **UDOIT video series added to DE website**

UDOIT is the accessibility tool in Canvas.

[UDOIT video series](https://share.vidyard.com/watch/kNoCHDfPsfJmPyArEjJDrq?vyemail=storunoconley%40losmedanos.edu&utm_medium=email&_hsenc=p2ANqtz-9UupzMRsC3sI2IMKJeRVtA8ljyRkejWz_I2_fJqq-tVc4HS5J3lndA3VVesJ2fuDcwR_dk_eKEfvF6CZ4rt1YmFa0WOHXUDnnsLNxEqdecqMzmhY0&_hsmi=269079086&utm_content=269079086&utm_source=hs_automation)

One of the notes was that any teaching material uploaded to Canvas needs to be accessible. One example was a Face-to-Face class, where all work is in person, but any handouts for students who missed a day, still must be accessible.

A note was made that PDFs do not work well with screen readers.

The district made an announcement that an Accessibility staff member will be hired/onboarded. The chairs are not sure what the scope and capacity of this staff member will be.

A note was made that Accessibility is not just a Distance Education Committee issue but applies to all courses.

* **Rebadging coming soon (using revised POCR Rubric)**

Sara is working with CVC OEI team who are updating Peer Online Course Review Rubric. It should be available in late Spring. It is likely that past badged course instructors would be required to realign to the new rubric. By spring, LMC would have 40 badged courses.

* **4CD RSI Internal Review**

4cd RSI Internal Review should happen in October. The district is having the DE coordinators review sample courses from other campuses against the ACCJC rubric to get a feel of how 4cd is doing as a District. This encompasses fully online asynchronous courses, random sampling from each campus, with a caveat that each instructor will only be reviewed once. This does not affect support courses. It will be completely anonymous. Samples will come from SP25.

* **RAP**

POMP will no longer be by OAS rate, instead giving each person to sign on a specific number of hours.

Dean Moots handled the submission of the AI RAP

**The DE Position Paper**

* **Headings: Updated Draft**

Last meeting, Erlinda showed headings. Erlinda took the information from the previous paper and moved it over.

The previous paper had a lot of headings that defined courses, which wasn’t directly related to the position paper

Are all faculty required to use Canvas? Is Distance Education the committee the body that should make decisions regarding a tool that isn’t only used for Distance Education. The committee agreed that the Distance education committee is not the party responsible for the management system, regardless of who uses it.

The last time the position paper was updated was during deep COVID. This came out of the CTE grant, which has a lot of effects in the paper that can be seen.

Erlinda mentioned that the Process for online Course Approval may no longer be appropriate as this was during the time the online addendum was being developed.

It was noted that some groups being referenced in the paper may have their names changed – so it’s important to have more general terms.

A guest suggested adding the equity rubric for Distance Education.

**Canvas Integration Request Evaluation Process**

* **Creating a process**

Running Nectir might be a good idea through this process as a test.

The topic is tabled.

**Future Agenda Items**

Next meeting will be October 20th, 2025

The meeting adjourned at 3:00PM