Minutes: Distance Education Committee
Room L215 Pittsburg, Rm 125 Brentwood and via Zoom
Monday, March 17th , 2025 2-3pm

Present voting:
Sara Toruño-Conley DE Co-Chair,
Erlinda Jones DE Co-Chair,
Benaz (Boe) Mendewala
Nina Ghiselli

Present non-voting:
Courtney Diputado
Rikki Hall
Matthew Muterspaugh
Lyssa Shabusheva
George Olgin
Jill Bouchard
Matthew Stricker
Aprill Nogarr
Laurie Huffman
Roseann Erwin

Absent voting: Cindy McGrath, Maria Perrone

Call to Order
The meeting was called to order at 2:14 pm.

Announcements and Public Comments
Laurie shared that DVC has Student Success Orientations, and it may be a good idea to do something like this at LMC. Laurie suggests creating a training badge for instructors who are willing to update or replace their current orientation Canvas modules with the CVC OEI ones.
Laurie shared the following in the Zoom chat:

Conference: The 4CD AI Summit: Culturally Responsive Teaching and Learning in the Age of AI
Date: Friday, April 11, 2025
Time: 9-2pm
Place: Diablo Valley College, The Diablo Room (and online!)
Register to Attend via our conference website!

Courtney shared that the District call for Professional Development is about to go out. Courtney encouraged everyone to watch for the email. Courtney also mentioned OTC and asked members to think of applying through PDAC or District Funds.

Sara shared that Canvas now allows several due dates for Discussions, where one date is assigned to initial reply, and another date for peer replies.

Teleconference Waiver
None.

Agenda
Approved (Boe/Sara) 3/0/1 Nina Abstains

Minutes
February 3, 2025 Minutes Approved (Erlinda/Sara) 3/0/1 Nina abstains
March 3, 2025 Minutes Approved with 2 edits (Sara/Boe) 3/0/1 Nina abstains

Process for approving Canvas Tech Integrations
The chairs reviewed the form that was proposed at the District level and would like to receive feedback about implementation of the same form for the DE committee at LMC. The purpose of the LMC form would be so that faculty could request the DE committee to review specific integration tools they would like to have in the future.

Committee discussed whether researching licensing costs should be placed on the requestor, or on the LMC Staff. Resource member provided that with previous experience, there is a disconnect between a cost originally shown to interested faculty vs the total cost at the end. It was suggested that it should not be a required field but may be left for additional helpful information if faculty wished to fill it out.

Two concerns were brought up: "Are we grand mothering existing integrations? What about the ADA compliance?"

Chairs mentioned that the already used integrations were not considered to have to go through the new process. Advisory member suggested having a separate form where there is a question about what percentage of curriculum is the integration covering.

Boe suggested having some form of tracker to be visible to faculty, showing which integrations are already being reviewed. Having a deadline for form submissions would help a lot.

District uses AirTable for the purpose of draft tracking.

Resource member suggested that departments should discuss their own software. This can help the department plan their funding, be it department funds, RAP, minigrant, etc.

Resource member suggest having pre-loaded options for the ADA accessibility for those that may not have an easy time identifying which features would speak to accessibility, such as whether the tool is available on mobile, if the screen reader is available, high contrast, dark mode, etc.

List of Canvas Tech Integrations
Courtney has provided that Proctorio is no longer contracted with us.

It is an important discussion for DE to have about online proctoring, and whether Honorlock should be looked at again. Courtney will send an email about CCCCD recommendations for proctoring online.

Voting member raised the question about liability in regard to Proctorio use by some faculty still, since there is no contract in place.

RSI Update: Have you been to the Canvas shell lately? Are you interested in leading a variable flex?

First FLEX is April 18th, all online, focusing on 3 aspects of ACCJC continuing rubric.

Second if May 2nd

Sara will send an email encouraging members to volunteer to facilitate the FLEX.

Future Agenda Items

Laurie Orientation Badges for Student Success.

Next meeting is April 7, 2025.

The meeting adjourned at 2:59PM

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