**Minutes: Distance Education Committee**

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

Monday, September 15th, 2025, 2:30-2:45pm

**Present voting:**

Sara Toruño-Conley DE Co-Chair,

Erlinda Jones DE Co-Chair

Benaz (Boe) Mendewala

Cindy McGrath

Maria Perrone

Nina Ghiselli

Marie Arcidiacono-Kaufman

**Present non-voting:**

Joan Germany/William

Courtney Diputado

Matthew Muterspaugh

Lyssa Shabusheva

Jill Bouchard

Ginny Richards

Matthew Stricker

**Absent voting:** Michele Mack/ Nina Ghiselli

**Call to Order**

The meeting was called to order at 2:07

**Announcements/Public Comments**

Marie – doing Nectir AI training

Lyssa- if anyone needs help with submitting syllabus, please reach out to the Office of Instruction

**Teleconference Waiver**

None.

**Agenda**

Approved (Marie/Boe) 7/0/0 Unanimous

**Minutes May 19th**

Approved Erlinda/Cindy (6/0/1) Nina Abstains

**Minutes May 5th – Tabled.**

**DE Updates**

* **UDOIT Video Trainings (to be added to DE Canvas Shell)**

There is a new accessibility program in Canvas. There are video training courses that are very helpful. Sara hasn’t had a chance to upload them to the DE Canvas Shell and will soon after the meeting. Erlinda noted that there are also webinar training courses that public is welcome to attend.

Currently, the training is accessible through Canvas. Committee will work on ways to allow those without Canvas

* **4CD RSI Course – Promote to your department**

The GROW 4cd link is up already. If anyone is interested, and has completed BEOI, people are encouraged to register. There is a 25-person cap.

There’s currently no check whether faculty signing up for the course are currently teaching or will be teaching ahead, or some other option.

* **DE Website (Updates Needed)**

Sara and Erlinda will be updating the website this semester, updating the membership, outdated information, archiving items and refreshing new links.

**RAP Proposals**

RAPs are due before the next meeting.

* **New POMP RAP**

Semester by semester process. Currently, not many finish within the semester, and end up doing the work after the semester is over. DVC has a year-long process. In the first semester at DVC, mentees learn about the rubric, while the second semester is spent batching the course.

Marie mentioned that it is not enough time to do close captions within a single semester and that seems to be the bottleneck for faculty (Section D). An important note was that the faculty are discouraged from using the auto generated close captioned videos because they are not vetted.

Deck Grant – captioning for online videos. The grant pays close caption professionals to complete the work required.

3C media solutions link – has an integrated way to use the Deck Grant.

Currently, the POMP allows for 4 mentors 4 mentees every semester.

A suggestion was made to survey the previous mentees and mentor on their time spent in each section.

There was a suggestion to incorporate the winter break as extra time, which wouldn’t require a price rise.

A suggestion was made by resource member to consider requesting an allotment of hours per mentor and mentee, instead of going by the OAS rate, as it has a significant implications, limiting mentors who are on the highest step of pay to less hours allowable, vs a mentor who is on a lesser pay step.

**Approved:** DE Chairs submitting an application for POMP RAP similar to the previous, with additional time option for Winter Break for Cindy/Marie (7/0/0) Unanimous

* **Other RAP proposals**

Courtney introduced Open AI based on subscription. It is proposed that the DE committee become the authority on distribution of access. Courtney and Moots will research Open AI options.

Resource members brought up the question of whether our District had policy or procedure regarding student AI use. It was noted that 2 colleges adopted, and their Academic Senates passed the policy, but LMC did not.

Approve Courtney and Moots’s RAP request Sara/ Cindy (7/0/0) Unanimous

**Updating the position Paper**

* **Suggested revisions**

**DE position paper was approved by Academic Senate last on May 11, 2020**

Erlinda pointed out the information about the committee- membership, job description for release time should be moved to the beginning of the paper. Erlinda presented a draft of indexed items in the order of which they would be written out on the paper.

A committee member mentioned that Best Practices portion should only be a small overview, as the committee meetings are the proper place for the development of best practices.

**Future Agenda Items**

**Tidy Up** – Clean-up tool/addon to UDOIT for Canvas – tells you what pages need to be fixed for accessibility

Next meeting will be October 6th, 2025

The meeting adjourned at 3:01PM