**Minutes: Distance Education Committee**

Room L105 Pittsburg, Rm 125 Brentwood and via Zoom

Monday, November 4th, 2024 2-3pm

Present: Sara Toruño-Conley DE Co-Chair, Courtney Diputado, Katie Berryhill, Benaz (Boe) Mendewala, Laurie Huffman, Matthew Stricker, Maria Perrone, Roseanne Erwin

Administration Support:  Rikki Hall, Matthew Muterspaugh

Minute-taker: Lyssa Shabusheva

Absent: Penny Wilkins, Marie Kauffman, Caitlin Mitchell, Nicole Westbrook, Rosa Armendariz, Ryan Pederson, Ozlem Guclu, Cindy McGrath, Aprill Nogarr, Joan Williams, Adrianna Simone

**Call to Order**

The meeting was called to order at 2:00 pm

Quorum was not reached.

**Announcements and Public Comments**

None.

**Teleconference Waiver**

None.

**Minutes**

Tabled for next meeting (November 18th, 2024) due to not meeting Quorum today.

**Agenda**

Tabled for next meeting (November 18th, 2024) due to not meeting Quorum today.

**Contract Language and Online Faculty Evaluation revisions-negotiations**

Laurie has been receiving a lot of emails from faculty in regard to contract language. Laurie shared highlighted screenshots from the UF Memos (regarding the presence on campus of faculty being increased to 2 days) that she received regarding contract changes. 2 faculty members have emailed letting the cochair know they are unable to attend in person because of extenuating circumstances. The other concerns came from faculty who only teach online, with office hours being held for students who are not even in the geographical area. There were also concerns from faculty who may have to travel to campus out of state, and possibly be at their office hour with no student attendance.

A question was raised whether campus matters – the committee noted there needs to be follow up with UF, as there is no clear indicator of on any of the documentation available.

A committee member wondered if the negotiators have considered the questions that are being raised.

Laurie mentioned that DDAC specified the contract changes being reviewed is non-negotiable language.

Maria Perrone mentioned she would have liked to see the language change to the CVC OEI being required to come to campus once every 2 years, or something similar, with more flexibility. The committee agrees that faculty presence on campus is important, but the implementation of the policy does not cover situations that are more unique.

Laurie urges the committee to consider what changes (addendum) the faculty would like to see going forward. This contract language is too late to edit before the ballot, but addendums are possible.

Previously, the UF contract had a stipulation that faculty would be able to designate up to one hour as an online hour, regardless of course modality. The UF memo does not specify if this portion of the contract will remain, be removed, or edited.

The memo on screen that Laurie is sharing, is specifically for FT faculty.

The committee noted that there should be a conversation with other campuses in the District.

For evaluations, Laurie proposed that introduction/orientation modules for online taught courses should be open and available to the evaluators, as faculty are being “dinged”. Committee members admit that while evaluations are expected to be carried out for a specific week, not having access to the orientation to review the syllabus, and how the students interact with the course, is negatively impacting how the observations are carried out. Committee members note that there may need to be further clarity in the allowance of viewing orientation modules. Another member noted that the orientation module may be outside the limits of evaluations and observations.

Committe member noted that the class observation form would be a good place for a faculty member being evaluated to provide instructions to the observer/evaluator to check out the orientation module.

**AI Policy language – Background citing AI in course work, online design, possible policy language from DE Committee?**

Roseann jumped in after Nidia had to step down. Roseann would like to acknowledge that people feel differently about AI. Some people feel overwhelmed, and that could be for reasons such as fear of the unknown, not knowing how to contend with new tools, and the feeling that learning is insurmountable. Roseann mentions that many faculty choose to make a statement on AI in their syllabus. Librarians have created a citing guide for AI. Roseann notes that while AI is transparent with their fallibility, what are the chances that the user will actually confirm the information.

Chancellor has published a report in July 2024 (“Generative AI and the Future of Teaching and Learning” by AI Council to the CCC Chancellor), available on the LMC Library website.

Laurie asked Roseann whether the committee will present a policy update that will require students to cite their use of AI in assignments. Roseann mentioned a survey may be needed before any decision is made.

The committee noted that some faculty may be using the AI to write test questions, and other portions of the courses, which could present a problem.

Laurie mentioned that a survey would be great, if possibly deployed before the end of FA24 semester.

The committee considers the possibility of using AI detection software, and also the possibility that if AI is used on a separate device, it would be virtually untraceable.

Laurie would like to invite AI task Team to the English Department meeting and Department Chairs, to do a share-out on the use of AI.

**POCR Mentoring, DDEC updates, Opening Day RSI coaching**

Courtney will send the committee information on updates related to trainings/coaching for RSI

The meeting adjourned at 3PM

Next Meeting, Monday Nov. 18th, 2024

Room L125 Pittsburg, Rm 225 Brentwood and via Zoom