Distance Education Committee Meeting Minutes

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

Monday, November 17, 2025, 2:30-2:45pm

Minutes: Distance Education Committee

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Monday, November 17,2025, 2:30-2:45pm

Present voting:

Sara Toruño-Conley DE Co-Chair,

Erlinda Jones DE Co-Chair

Cindy McGrath

Marie Arcidiacono-Kaufman

Benaz (Boe) Mendewala (arrived at 2:22pm)

Maria Perrone (BRT)

Present non-voting:

Matthew Muterspaugh

Lyssa Shabusheva

Jill Bouchard

Courtney Diputado

Matthew Stricker

Absent voting:

Nina Ghiselli (BRT)

Absent nonvoting:

Roseann Erwin

Irsabenda Archuleta

Virginia Richards

Rikki Hall

Call to Order

The meeting was called to order at 2:09 pm

Announcements/Public Comments

- ZTC Conversion email went out, it could be something the committee might want to promote.
- CC2-236 has a lighting issue, affected courses were moved out of the classroom. No completion date is available.

Teleconference Waiver

None.

Agenda

Approved (Marie/Sara) 4/0/0 Unanimous

Minutes November 3rd

Approved with 1 edit (Erlinda/Maria) 5/0/0 Unanimous

DE Updates

- New DE Coordinator needed for Fall 26
- Erlinda's Reassign time will run through Fall 2026, making the new DE coordinator a Co-coordinator in the Fall.
- Sara and Erinda will check what type of faculty are eligible.
- 4CD RSI Internal Review
- Sara and Erlinda met with other DE coordinators, and Dean from DVC. Sara learned that when the 5% sample is being reviewed, "Initial" is an acceptable grading stage to be in for LMC, but it comes with caveats. "Initial" is an accredited behavior. The ACCJC may request additional information in each section's case. If a course is being taught that relies on external software, it is important to provide additional RSI data.
- The committee agreed to strive for "Emerging" behavior for Substantive Interaction.
- ACCJC is looking for Substantive Interaction in grading, peer-to-peer, and student-instructor communications.
- 4CD RSI Course (Summer)
- It is being offered in the summer, not spring, and there may be a waitlist.

The DE Position Paper

- Updated Draft
- LMS workgroup was mentioned in the Position Paper. LMS Workgroup got absorbed by DDEC. There is no replacement.
- Committee membership does not specify who is a voting or non-voting member.
- A question was raised of what distinguishes a "State recognized DE Coordinator"
- The Technology Services manager may be an IT representative.
- Student Authentication was discussed – ghost students exist in all modalities. The chairs will continue looking into the matter.
- Point 2 speaks to the idea that committee members should bring DE related concerns to the DE chairs to share with the District DE Council
- Academic Manager noted the committee has identified some topics that are outside the purview of DE committee, and that they should be listed in the Position Paper.
- Committee members noted that it should be made clear to the Academic Senate that DE committee should receive support with/access to data for #4 & #5.
- #6 was noted to also be #1.

New Canvas Tools (AI Tools)

- Recommend to Academic Senate?
- Canvas AI Rubric Creator FAQ (link: https://community.canvaslms.com/t5/IgniteAI-Generator-for-Rubrics/AI-Rubric-Creator-FAQ/ta-p/655489)
- Approved to move to Senate to recommend turning the features on (Sara/Boe) 5/0/0 Unanimous

DE FLEX Proposals

- Due Nov 26th
- Ideas for FLEX – How to use Studio. It needs a catchy title.

Future Agenda Items

- Position Paper
- Next meeting will be December 1st, 2025
- The meeting adjourned at 2:59pm