

DE Committee Minutes

November 21, 2025 | 9:30 a.m. | Room 2410 + Zoom

Meeting Minutes

1. Call to order

- a. Meeting called to order at 9:32 am

2. Review and approval of agenda

- a. Stacie motion to approve: Angelo seconds. Agenda approved.

3. Approval of minutes

- a. Stacie motion to approve October minutes; Angelo seconds; October minutes approved.

4. Public comments (3 minutes):

- a. No public comment.

5. Reports

- a. Angelo provided updates on the Peer Online Course Review (POCR) Program. Our first course from our Fall 2025 POCR cohort has been submitted for review, with others expected soon. Working with this cohort is helping us understand the best cadence for moving forward with new cohorts; it likely will take instructors a full term to align their course to the CVC Online Course Design rubric, with reviews taking place the following term. Angelo, Kat, and Wanda will meet soon to norm on our review process.
- b. Kat provided an update from the Technology Committee/Technology Coordinating Committee. Registration with Banner 9/MyPortal is now live and students are registering with the new system for Intersession/Spring. Tyler shared student feedback: while there were really slow load times when registering on the first day, things appear to have improved now, and the UI is an improvement over the old system. Students are particularly liking the new ability to see courses on a calendar. Dean McQuiston shared that we're seeing strong registration numbers for Intersession. Kat shared that District IT will continue to transition our systems from Banner 8/Class-Web to Banner 9/MyPortal, with more faculty-facing content, like rosters/grades, coming soon.
- c. Kat shared that the Accreditation Steering Committee continues to discuss "Regular, Substantive Interaction" requirements in DE courses and people can expect more conversations on RSI in the coming terms, as we work to ensure our practices are aligned with recent guidance from ACCJC. She presented about RSI at Academic Senate and the



LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

DE Committee

Quorum: 5

Members Present (voting):

Kat King (TLC, Co-chair)
Angelo Bummer (Faculty, A&H)
Mike Frith (Faculty, PATH)
Stacie Granada (Faculty, Adjunct)
Wanda Butterly (Classified, TLC)

Members present (non-voting):

Mike McQuiston (Dean)
Tyler Prellwitz (ASLPC)

Members Absent:

Nan Ho (VP, Academic Services)
Michelle Simotas (BSSL Dean/VP Rep)
Bobby August (Faculty, STEM)
Tania Torres (A&R Rep)
Vacant (Faculty, BSSL)
Vacant (Faculty, Student Services)
Vacant (Library)
Vacant (Faculty, At-Large)

BSSL Division meeting and hopes to check in with other divisions in the spring. The accreditation team is looking for success stories for the mid-term report, so we may be able to highlight DE successes, like recent improvements to our DE success rates.

6. Old business

a. Course Review + DE Trainings

- i. Kat shared that 12 instructors are in-progress in OCDP, 7 are in progress in HyFlex training, and 5 are in progress in POCR. There is 1 new request for a DE Course Review that Bobby will complete. We will plan to do a mock DE Course Review to help train newer committee members in the Spring. We've started a new "Winter Intersession Training (WIT)" to help support faculty who will be teaching in this new 4-week, fully online term. The course has 4 modules that support faculty through compressing their course content and supporting students through the condensed term. Feedback from the 15 instructors currently completing the training has been positive – especially from users piloting AI tools Wanda has built to support the process. Instructors who complete the training by 12/12 are eligible to receive a stipend of 4 hours at the F-rate.

b. CVC Teaching College Project

- i. Kat shared that we are very close to wrapping up our "Teaching College" project with the CVC and have a potential "go live" date of 11/25. This would allow us to take advantage of enrollments for Winter Intersession/Spring. We've created a custom MyPortal card for CVC Exchange students and are finalizing campus communications and student welcome letters. We'll be shifting practices with our Academic & Career Pathways Canvas shell once we are live on the Exchange. For the next term, we hope to keep the shell linked through the Student Support Hub global navigation link on Canvas, but not enroll students. This will keep the course card from appearing on students' dashboards, which could cause confusion for CVC Exchange students who need to access academic and career planning at their home college. It will also help buy time for coordination happening between the GP team and our web master, as they work to ensure content is aligned and more publicly available on our website, where both current and potential new students can freely access it. VP Ho will send out info to the campus once the CVC Teaching College project is complete.

c. Accessibility in Canvas Data Review

- i. Kat and Wanda pulled data from Pope Tech to help the committee continue to monitor accessibility in Canvas. We're working on improving the data pull process so that we're scanning active courses/content. There have not been significant increases or decreases in errors this term, although our overall errors are down 27.4% from last fall. Our most common errors continue to be low color contrast, empty links, empty headings, and missing alt-text.
- ii. Committee members discussed ongoing efforts to improve web accessibility to prepare for AB 2821 and the April 24, 2026 deadline provided in the "Dear Colleague" letter the DOJ/DOE had sent out under the last administration. Kat and Wanda had applied for CARE grant funds, hoping to help incentivize/gamify work to remediate accessibility errors by raffling off Digital Accessibility Ambassador t-shirts to instructors who attend accessibility training or document 0 errors in their Canvas shells. Unfortunately, while the grant proposal was well-received by the review team, they had many more projects than they were able to fund and this project didn't get selected. We'll look to schedule more workshops like the 2 we ran on Flex Day, helping instructors get familiar with Pope Tech and the AI tools Wanda developed - ComplyBot and DesignerBot – which are getting a lot of positive feedback from instructors piloting the tools in our Winter Intersession Training. Faculty are especially liking recent upgrades Wanda made to incorporate Universal Design for Learning principles.

d. Artificial Intelligence

- i. Academic Senate/Technology Committee/Technology Coordinating Committee Collaboration
 - 1. Kat and Angelo shared updates about ongoing conversations about AI with relevant governance groups. They were recently asked to attend Academic Senate to discuss AI vetting efforts, where they shared the [Developing AI Literacy in the CCC](#) guidance, which outlines the CCCCO's mission for fundamental AI Literacy for all, and the [Evolving Instructional Technology Tools in Canvas](#) Memo, which notes that campuses retain local control over what AI tools to implement, and these decisions should be made through collaboration with Chief Instructional Officers, DE Coordinators, Academic Senate, and faculty/campus leaders more broadly. As we see a surge in AI features being developed within Canvas, alongside other AI tools like Khanmigo, Gemini and Notebook LM, we may need to clarify our decision-making process around AI tools, which aren't as neatly under one committee's purview as other technologies have been. Cost is an added complication to factor into our decision-making process. For example, some of the AI features being developed in Canvas look like they will be free to pilot, but eventually will be part of an add-on package colleges can purchase, with cost unclear. While the CCCs have signed MOUs with companies like Google offering Gemini + Notebook LM for free to students and employees, it isn't always clear how long "free" lasts and what additional implementation costs there may be. Senators expressed a desire to be part of the conversation and shared ideas for what that might look like, such as surveying faculty or voting in Senate. While some faculty are eager to access new AI tools, others have expressed concerns over intellectual property and academic freedom. We'll want to continue close collaboration moving forward.
 - 2. AI Tools: Demos/Discussion
 - a. Members discussed which AI tools the DE Committee might be best positioned to demo and potentially provide recommendations on. Members felt AI tools being developed within Canvas feel most under DE Committee purview, but wanted clarity around cost/affordability before investing time. The committee will plan to review AI features in Canvas in Spring, when hopefully there is more clarity. Time-permitting, it may be worth demoing and evaluating other tools, like Gemini and Notebook LM, to help inform decision-making.
 - b. Members discussed a need for clearer policies and guidelines around AI at the college/district-level. The DE Committee worked with the Academic Senate AI sub-group last term on the AI Resources webpage, which encourages faculty to include course-level AI policies in their syllabi, so students understand how AI may and may not be used. But there may be a need for clearer policies – like BPs and APs – that help provide guidelines and a framework for moving forward.

e. DE Survey

- i. Committee members returned to discussion over whether to launch a fall DE survey, and opted to pause to allow more time to consider the questions and cadence of DE surveys. Surveying later in the year may allow us to capture feedback from students who take online classes in winter intersession, which will be fully online. We may be able to incorporate useful questions about AI that also help inform our decisions as a campus.

7. New business

a. Merged Sections on Canvas

- i. Committee members discussed concerns raised about the potential for FERPA violations when faculty merge sections on Canvas. Instructors who merge must take many extra steps

to maintain FERPA-compliance, including formatting online discussions so students are only interacting with students in their registered section. Because it is easy to miss a step, many colleges do not allow instructors to merge sections on Canvas. Members raised concerns that disabling the ability to merge may unfairly cause more work for instructors who are following the rules and discussed other efforts the college can take before considering this option. Members recommended increasing communication about FERPA-compliance in merged sections ahead of the next term. Kat will continue to include information about this in emails, directing faculty to the guidance on [Merging Sections in Canvas](#) web page, and members suggest deans also include language about this in their communication. Communication from deans might be more likely to be read by part-time instructors.

b. Canvas Portfolio Changes

- i. Kat shared that Canvas is planning to sunset both their original ePortfolio and newer Folio tool by summer of 2026, with plans to launch a new portfolio experience for the 26/27 academic year. Our district already sunset both portfolio tools, since people were not actively using it. Handshake is an e-portfolio tool supported and promoted through our Career Center.

c. Summer DE Data

- i. Committee members discussed DE course success rates from our Research Office. We saw another promising jump in success rates in the Summer 2025 term, moving from a 77% success rate in 2024 to 82% in 2025. Non-success rates dropped from 10% to 8%, and withdrawal rates dropped from 13% to 10%.

8. Information items

- a. Members were encouraged to attend and promote upcoming events on our [Workshop Calendar](#).
- b. Members decided the next meeting would be Feb. 20th, since our December meeting falls during finals week and faculty aren't yet back on Jan. 16th.

9. Adjournment

- a. Stacie moved to adjourn the meeting; Angelo seconded. Meeting adjourned at 11:30 am

10. Next meeting: February 20th, 9:30-11:30 am, Room 2410 and Zoom