DE Committee Minutes

August 22, 2025| 9:30 a.m. | Room 2410 + Zoom

Meeting Minutes

1. **Call to order**
   a. Meeting called to order at 9:31 am
2. **Review and approval of agenda**
   a. Agenda reviewed and approved, including new members.
3. **Approval of minutes**
   a. April minutes reviewed and approved.
4. **Public comments (3 minutes):**
   a. No public comment.
5. **New business**
   a. **Faculty Co-Chair/DEC Membership Check-in**
      i. DEC members reviewed the committee charge and welcomed new members:
      ii. **Charge**: The Distance Education Committee (DE) will explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards in addition to legal and accreditation requirements.
      iii. **Reporting Relationship**: Academic Senate
      iv. **Term**: 2 years
      v. **Quorum**: 5
      vi. **1 Co-Chair**: Teaching & Learning Center Rep - Kat King, Instructional Technology Coordinator
      vii. **1 Co-Chair**: Faculty (selected by committee vote) - will vote next meeting to replace Barbara Zingg, who recently retired
      viii. **Voting:**
         1. Faculty, A&H   - Angelo Bummer, English Faculty, will shift from an A&H Non-voting Faculty Rep to voting member while Richard Dry is out on sabbatical
         2. Faculty, BSSL - vacant
         3. Faculty, PATH - Michael Frith, EMS Faculty, will join to fill the vacant PATH position
         4. Faculty, STEM - Bobby August, Math Faculty, will continue to serve

5. Faculty, Adjunct - Stacie Granada, Psychology Adjunct Faculty, will replace Thao, who has a teaching conflict this year
6. Faculty, Student Services - Vacant
7. Library Representative -Vacant
8. Faculty, At-Large - Vacant
9. Classified Professional from the TLC - Wanda Butterly, Instructional Technology Specialist, will fill this vacant position

    ix. **Non-Voting:**

1. Vice President of Academic Services - Nan Ho, will continue, with Michelle Simotas, BSSL Dean, as VP rep as needed
2. Academic Dean - Mike McQuiston, PATH Dean, will replace Stuart McElderry, outgoing BSSL Dean
3. Admissions and Records Representative - Tania Torres will continue to serve
4. Faculty, A&H (2) - Vacant
5. Faculty, PATH (2) - Vacant
6. Faculty, BSSL(2) - Vacant
7. Faculty, STEM (2) - Vacant
8. Faculty Student Services (2) - Vacant
9. LPCSG Representative - Tyler Prellwitz will join as the student government rep

    x. Members decided to shift meetings to **3rd Fridays** to better accommodate administrators, who have a running conflict with other committees on 4th Fridays.

b. **Course Review + DE Trainings**

    i. Members reviewed information and data about our online training options:

1. **Online Course Development Program**: This is LPC's training program for instructors new to teaching online, and is one way faculty can meet the contractual requirement to teach online; 5 in progress this summer/fall, with 311 total completions
2. **DE Course Review**: This is an alternative option to meet the contractual requirement to teach online. Instructors can choose to have their course reviewed by a member of the DE Committee using the DE Checklist of best practices. Kat shared there is 1 new request, which Bobby August agreed to do and to demo for committee members at an upcoming meeting; 67 course reviews have been completed by DEC members.
3. **HyFlex Training**: This is LPC's contractually required training for instructors teaching in the relatively new HyFlex modality; 5 are in progress; 122 LPC instructors have completed.
4. **Peer Online Course Review**: This is LPC's advanced training for instructors aligning an online course to the best practices identified in the CVC-OEI Online Course Design Rubric. Kat shared that 22 LPC courses have been quality reviewed, although some instructors no longer teach at LPC; 18 faculty members have been trained as POCR mentor/reviewers. Bobby suggested a webpage where we can spotlight this work.

c. **Canvas/Instructional Technology Updates**

    i. Members discussed Canvas updates, including:

1. [Discussion Checkpoints](#) are available, which allow instructors to tag discussion boards with multiple due dates, but instructors should review our guidance about quirks.
2. [Differentiation Tags](#) are now available; these are only visible to instructors and can be used to help faculty quickly see things like which students need extended time on quizzes.
3. Lots of small updates continue with New Quizzes; still concerns about the process to batch process Classic Quizzes to New Quizzes so our transition timeline has been stretched; there is no end date to Classic Quizzes at this time. Instructors are welcome to build assessments using either Classic or New Quizzes.
4. A big announcement was made at InstructureCon about [Canvas partnering with OpenAI](#)... it was light on details, and they got pushback from faculty. Colleagues across our system are in discussions and are getting assurances that we will retain local control with any pending new features.

ii. Members discussed instructional technology updates, including:
1. STAC purchases include ongoing access to [Ally](#) (alternative formats for files in Canvas), [Pronto](#) (messaging and engagement tool integrated in Canvas – now with polling!), and [Proctorio](#) (limited licenses for secure online exams in DE courses)
2. Contracts for ongoing use of [Turnitin](#) (including the AI Feedback Studio) and [Hypothesis](#) (including new features like image + video annotations). Kat is in conversation with Hypothesis and the Chancellor's Office team to try to get Hypothesis included in next year's STAC order form to simplify and streamline our purchasing process.
3. [Canvas](#), [Studio](#), [TechConnect Zoom](#) continue to be supported at state level.
4. [Zoom New Storage Policy](#) **– first deletions scheduled for October**! Be sure to download recordings and transcripts before 10/2/25! Kat and Wanda will offer a workshop in September for people who need more hands on help.

iii. Members discussed AI news, including:
1. Gov. Newsom, CCC Chancellor Sonya Christian, and major tech leaders announced new efforts to [prepare California educators and students for an AI future](#). Will share more news as it comes out.
2. New round of [CVC webinars focused on AI](#) for Fall 2025 – events have been added to our PD calendar and Kat will send a message to the campus soon.
3. Both [PlayLab AI](#) + [Nectir AI](#) got positive feedback from those who piloted in the CCC system last year...waiting on news about which tool – if any – may be supported moving forward.
4. Mike McQuiston shared how he used PlayLab to support student learning in his classes and shared the tool he built for those interested in checking it out: [AJ Analytical Research Paper Navigator](#).
5. Wanda shared her work with PlayLab and asked committee members to consider helping test her [ComplyBot](#) (to support accessibility remediation) or [DesignerBot](#) (to make Canvas design easy) ahead of our fall flex session, where we will demo these tools to the broader campus community.

6. The Academic Senate AI workgroup continues to make progress on revisions to our academic integrity policies to better incorporate generative AI. We are also encouraging faculty to review our [AI Resources](#) webpage to help create an AI Course Policy. This helps students understand and navigate differences faculty may have around acceptable AI use in their specific classes.

7. Catherine Suarez (Academic Senate AI Lead) and Kat met with the AI lead at PUSD last semester and are looking to expand our conversations with local schools this year. Early planning is in progress for a potential event in October.

d. **CVC Teaching College Project**

    i. Kat updated members about the status of the spring 25 project to become a "teaching college" with the California Virtual Campus, which would streamline our ability to offer online courses to students outside our normal service area through the [CVC Exchange](#):

        1. LPC + Chabot reps met last Spring for planning, preparation, and training.

        2. Project put on pause - District IT in need of time to finalize other major projects before they can complete the tasks needed for us to move forward.

        3. New timeline proposed this week > hope is to have project finalized in time to take advantage of enrollment for Winter Intersession and Spring terms.

    ii. Members discussed CVC questions arising in their area.

        1. Regarding the funding formula: LPC has "home college" status already, so our students can currently take advantage of the CVC Exchange to register for an online course at another college if they can't find an open seat here. While the "teaching college" that offers the course gets the money for teaching this student in that class, we still benefit since our students are ultimately awarded their certificate or degree here at LPC, which helps with our new funding formula. Once we gain "teaching college" status, we'll be able to benefit financially when students from other colleges can seamlessly register for online courses at LPC. In this instance, LPC will get money from the students taking our classes, but students home colleges will get credit for any certificates/degrees their students earn.

        2. Regarding registration: LPC students will always get priority registration in our online courses since registration on the CVC Exchange only opens after our priority registration windows have closed. We have many online courses that typically fill quickly with our own local students – like Math/Science courses, which are the most highly sought courses on the CVC Exchange. Gaining "teaching college" status is most helpful for courses that aren't typically filled by students in our local service area and may be at risk of being cut due to low enrollment.

e. **POCR Fall 2025 Cohort**

    i. Angelo shared updates about our Peer Online Course Review program, which had stalled out in recent years after negotiated funding became unavailable:

        1. Very thankful to Vicki Shipman (CTE Project Manager) for providing financial support for reviving our local POCR program this year

        2. [Applications open until 8/28](#) for our Fall 2025 POCR Cohort (see email from Angelo Bummer)

        3. Funding identified for 5 instructors in Fall; 5 in the Spring.

4. Applicants must have taught the course fully online for at least one term to be eligible

5. Instructors completing POCR will spend the first part of the semester learning about the CVC Online Course Design Rubric through workshops and resources available in our POCR training course. Once they align their courses to the best of their ability, their courses will be turned over to 2 faculty peer reviewers who will review their course for alignment in Sections A – C, with Instructional Technology Specialist Wanda Butterly providing support for Section D. Kat and Angelo will help create a "fix-it" plan for any areas that need additional revision before the course can be officially listed as "quality reviewed" on the CVC Exchange. This designation helps the course float to the top of search results and can boost enrollment.

6. Will be reaching out to trained POCR Reviewers soon for help support course reviews later this term

f. **Fall PD Workshops (Spotlight on Gen AI)**

i. Kat shared that she and Wanda have begun adding events to our Workshop Calendar; the calendar includes our local workshops as well as those offered by our partners at Chabot, the CVC, instructional technology reps, and other associated groups.

ii. The CVC@ONE has released new free fall courses. Sign up with your LPC email. Note that you can earn credits for some with small fee (optional). Courses will fill quickly!

iii. LPC is planning to send a small cohort to the Futures Summit in September and we'll report back after.

iv. We're working on a training for instructors teaching Winter Intersession. The training will help instructors as they attempt to compress their courses for this new term.

v. Members discussed ideas for additional fall trainings, like workshops on AI tools and strategies for exam/assignment integrity. We'll continue to add sessions as new topics are identified.

g. **Goals for 2025-26**

i. Members discussed topics to focus on in the 2025-26 academic year, including accessibility, generative AI, high quality course design, and winter intersession. Members will come to the next meeting with ideas for how to turn these ideas into measurable goals.

6. **Information items**

a. Kat shared DE related reports since the Committee last met:

i. DE Committee Accreditation Form - which was shared as a model in the Accreditation Committee meeting

ii. TLC Program Review submitted, reflecting many efforts related to DE

iii. LPC DE Board Report submitted/pending approval

b. Angelo will send a reminder email to faculty about POCR applications next week.

7. **Adjournment**

a. Angelo moved to adjourn the meeting; Bobby seconded. Meeting adjourned at 10:46 am

8. **Next meeting**: September 19, 9:30-11:30, Room 2410 and Zoom