Distance Education Committee

Meeting Minutes of December 9th, 2025

Respectfully Submitted by Tejal Naik

Committee Members			
Tejal Naik (Chair)	X	Vacant (Classified)	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)	
Preeti Srinivasan (STEM)	X	Shashi Naidu (Classified)	
Will Thai (COUNS)		Grace Estrada (ACCC Chair)	X
vacant (At-Large)		Angel Fuentes (Div Dean)	
Fahmida Fakhruddin (Associate At-large)	X*	Ebonnie Berry (MSC)	
Long Tran (B&W)	X	Student	
Nasreen Rahim (Past DE Chair)			
Sara Jacome (LA)	X		
vacant (SSHAPE)			

Guests	
Douglas Threet	X

* Attended on Zoom

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:30 pm at quorum

II. Adoption/Approval of Agenda

Motion to adopt: Maggie Grover

2nd: Long Tran

No additions or deletions. Approved unanimously. No abstinence.

III. Approval of minutes

11-25-2025 minutes.

1st: Preeti Srinivasan

2nd: Sara Jacome

No changes. Approved unanimously. No abstinence

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

DEC Chair Report

Tejal provided updates on the missed refresher cycle, which was presented to the Senate and approved, allowing for provisional renewal options for faculty who have

missed required training. The Senate had some questions, and the DEC will discuss this further in Spring. Tejal also reported on the upcoming accessibility standards which the college will need to align with by April 2027. She also provided updates on the progress of the ZTC degree pathways, with a goal to have all courses in specified programs converted by Fall 2026.

Tejal discussed the upcoming integration of Google products into Canvas, noting that while it would be free, it lacks data protection features that require a paid subscription. She emphasized the need for a survey to determine faculty preferences between Microsoft and Google tools, as the district is a Microsoft campus.

V. Information/Discussion items

a) **District AI Survey and AI COP**:

Tejal presented the results of a district-wide survey on AI usage among faculty, which received 159 responses. The survey revealed that while most faculty use AI tools in their teaching and administrative work, concerns about academic integrity, skills erosion, and equity access remain significant barriers. Faculty primarily use AI for designing instructional materials, rubrics, quizzes, and assignments, with writing-heavy and online contexts reporting the most challenges. Tejal proposed creating a cross-campus AI community of practice to share best practices and discipline-specific resources, while also advocating for institution-wide policies on AI and academic integrity. The DEC members agreed to establish and facilitate an AI CoP (Community of Practice) in Spring. Tejal will also plan and facilitate an AI workshop at PDD focused on assignment redesign

b) **Student Survey questions for online courses:** The committee reviewed student survey questions for online courses, which were sent out for review and potential updates. The committee determined that the survey questions were find and did not need any updating at this time. They also reviewed feedback on the online faculty observation form, particularly regarding its alignment with student surveys and applicability to different teaching

modalities. They decided to create a tutorial in Spring to clarify the criteria and expectations for both evaluating faculty and those being evaluated, focusing on how to interpret and apply the form appropriately for various course formats.

c) **New features in Canvas**:

Tejal also new AI tools in Canvas, including an AI discussion summary feature and Smart Search, which she recommended enabling for intersession. She demonstrated the Enhanced rubrics feature that the committee members can also explore and test in the beta site and report back, while emphasizing the importance of not grading or making changes in the beta environment. The committee discussed the implementation of new quizzes in Canvas, which have been available for a few years but were not enabled due to bugs and faculty concerns. They agreed to enable the new quizzes before the classic quizzes are phased out, to ensure faculty have the option to fall back if needed.

VI.   Recognition and Announcements.

VII.   Adjournment: Meeting adjourned at 4:50 pm