Distance Education Committee
Meeting Minutes of February 10th, 2026
Respectfully Submitted by Tejal Naik

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

Guests	
Nicholas Goodwin	X

* Attended on Zoom

I. Call to Order

No Quorum. Only 4 members were present in-person while 6 required.

II. Adoption/Approval of Agenda

No additions or deletions. Approved unanimously. No abstinence.

III. Approval of minutes

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 shared updates on the distance education coordinator position, which was approved by FHP but not moved forward by the president. She also shared updates on her meeting with Academic Senate President, Henry Estrada and District Senate President, David Hendricks regarding the AI Community of Practice for faculty. She also mentioned a new drop-in hour on Friday, where various committee chairs will be available to address faculty questions.

IV. Information/Discussion items

The meeting could not proceed due to lack of quorum, as only four members were present in person while seven were required. The meeting focused on reviewing the workshop schedule, including the first workshop on Canvas Gradebook for ALL faculty on the 19th and alternating times for future sessions. Tejal explained the purpose of the workshops, which will focus on AI tools and other educational technologies. The workshops will cover topics such as Canvas Gradebook, AI tools, and a chat app called Pronto Chat, which integrates with Canvas and allows for real-time feedback and communication. In addition, there will be topics on video embedding, YouTube migration, accessibility tools, Universal Design for Learning (UDL), and assignment enhancements using AI. She emphasized the importance of clear navigation and information for faculty and mentioned that workshop blurbs would be written with AI assistance for faculty engagement. Tejal invited feedback on additional topics and noted that workshops could be tailored to specific disciplines. She confirmed that faculty show-and-tell sessions, where faculty members share new teaching methods, are available as an incentive for refresher training and provide two hours of credit. The group also discussed the possibility of using Zoom recordings and creating short clips to highlight previous workshops, with Tejal planning to send out details on the Spring 2026 IOTL Workshop series on Thursday.

The committee discussed challenges with AI tools in education, comparing different AI assistants like ChatGPT, Gemini, and Copilot. Tejal and Patricia shared experiences about faculty and student use of AI, noting that Copilot and Ignite tools within Canvas have limitations compared to other AI systems. The committee also discussed upcoming handbook updates and new Canvas tools, including discussion summaries, Ignite search, and AI Co-op.

Tejal proposed creating a community of practice for faculty to share AI-related solutions and discussed potential formats for the initiative, emphasizing the importance of faculty collaboration and practical applications. The group discussed plans for an AI community of practice, deciding to create an asynchronous Canvas course with optional weekly 30-minute commitments

and in-person sessions during division meetings. Tejal will set up the course in about 2-3 weeks, starting with basic AI tools like Copilot and including "show and tell" sections where faculty can share their AI experiences.

The committee also addressed membership needs, with Nicholas agreeing to join as an at-large representative and discussed holding future meetings both online and in person when possible. Attending members agreed to hold future meetings in person to approve agendas and action items, with the next meeting potentially being held on Zoom if quorum cannot be achieved in person.

V. Recognition and Announcements.

VI. Adjournment: Meeting adjourned at 4:30 pm