

Distance Education Committee

Meeting Minutes of February 24th, 2026

Respectfully Submitted by Tejal Naik

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

Guests	

* Attended on Zoom

I. Call to Order

Chair was voted in to meet quorum. Meeting called to order at 3:30 pm.

II. Adoption/Approval of Agenda

1st: Long Tran

2nd: Sarah Jacome

No additions or deletions. Approved unanimously. No abstinence.

III. Approval of minutes

1. Minutes 12-9-25

1st: Maggie Grover

2nd: Long Tran

No changes. Approved unanimously. No abstinence

2. 2-10-2025 minutes.

1st: Grace Estrada

2nd: Fahmida Fakhrudin

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.

1. Grace Estrada reported that a review of the CalGETC Pathway and current Spring 2026 offerings with AO Laura Garcia revealed significant discrepancies in Zero Textbook Cost (ZTC) labeling, with many eligible courses not currently marked in the schedule and the need for a more efficient method of tracking and updating this information. A request was made to the DE coordinator to address this issue and take steps to ensure data accuracy for student transparency. The chair noted that while these duties typically fall under ZTC Coordinator reassigned time, that position's approval is currently pending due to VPAA transitions
2. Fahmida Fakhruddin inquired whether the DEC could initiate faculty outreach to verify ZTC course statuses. The chair noted that while the ZTC Coordinator can facilitate ZTC verification, official ZTC designations in the schedule are handled by the OAS office and division Deans.

DEC Chair Report

Tejal shared the AI COP implementation model at the Academic Senate and was given the go ahead to proceed with the COP. The model, based on discussion and feedback from the DEC, includes three components to give faculty maximum flexibility in how (asynchronously or synchronously), where (online or in-person), when (scheduled or on-time) and how long they participate in the AI community of practice. The plan is to offer an asynchronous course for making faculty AI-aware, integrating AI discussions at division meetings, and providing targeted in-person AI exploration and training sessions. See attached AI CoP implementation document for details.

Tejal reported challenges with ZTC reporting and coordination. She shared that EVC previously received an extension through January 16 for a required submission, but communication and responsibility have continued to shift between the two VPAA's. EVC later received a delinquent notice for the ZTC fiscal report (original due date December 31; delinquent notice dated January 23). Tejal requested an additional extension and notified President Lopez to help clarify VPAA fiscal lead ownership so the report can be submitted as soon as possible. She also clarified that while she, as the ZTC lead, has edit access and can support coordination, final completion and

submission require VPAA fiscal lead ownership. As additional context, Tejal noted that her ZTC reassigned time for the term had not yet been finalized.

V. Information/Discussion items

1. Membership: DEC continues to have challenges meeting quorum. The attending members discussed updating membership to mitigate quorum issues. After discussing different options, it was proposed that the MSC seat and CTSS classified seats be made Ex-Officio. Tejal suggested moving the meeting room to LE227 due to the smaller attendance and better facilities. The DEC agreed.
2. DE Handbook update: The DE handbook is updated every spring. The committee discussed the review process and decided to make direct edits during meetings. The members will review the assigned sections before the meeting focusing on fine-tuning and ensuring clarity, order, and completeness of information.
3. DE certification and Eligibility: Tejal also provided an update on certification eligibility, explaining the current provisional renewal process for faculty training and highlighting inconsistencies in communication from deans, which has led to confusion among faculty. She also reported the discussion on the simplification of the faculty certification process with union representative and SJCC DE coordinator, focusing on reducing the number of expiry dates from three to two, while maintaining flexibility for faculty to complete their refresher training within a two-year cycle. She emphasized the need for clear communication about the new timeline and potential issues with tracking previous training, highlighting a specific case where a faculty member requested multiple badges resends despite previous communications. The discussion also touched on the challenges of verifying training records and the importance of maintaining professional integrity in the certification process.
4. AI CoP (AI Community of Practice): Tejal outlined plans for an AI Community of Practice, which will feature flexible participation and asynchronous discussions on Canvas, with topics including AI ethics, misuse, and redesigning

assignments. Tejal discussed the current state of AI committees on campus, noting that while there is no formal AI committee, she leads AI-related initiatives as part of her role in professional development. She shared updates on developing AI policies, including a new statement for unauthorized AI use in the student code of conduct that was presented at the District Senate. Tejal also explored potential meeting times for an AI community of practice, considering evening slots on alternating Thursdays, or Friday mornings, though she noted some scheduling challenges due to existing commitments.

VI. Recognition and Announcements.

VII. Adjournment: Meeting adjourned at 4:40 pm
