

# Distance Education Committee

Meeting Minutes of March 10th, 2026

*Respectfully Submitted by Tejal Naik*

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

Guests
Robert Gutierrez

\* Attended on Zoom

## I. Call to Order

Meeting called to order at 3:21 pm

## II. Adoption/Approval of Agenda

1<sup>st</sup>: Grace Estrada

2<sup>nd</sup>: Michael Ghebreab

Change order of Discussion items a) and b). Approved unanimously. No abstinance.

## III. Approval of minutes

- 2-24-26 meeting minutes tabled

## 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 shared the new Chancellor's Office memo regarding updated ADA requirements and 508 compliance, emphasizing that faculty are now responsible for ensuring the accessibility of digital content they post or share with students. Tejal encouraged colleagues to share it with their departments. Tejal provided updates on AI tools in

Canvas and the availability of Copilot with Enterprise data protection. The team is testing features in Canvas sandbox before wider releases.

## V. Information/Discussion items

1. **Nectir AI virtual assistant:** Dean Gutierrez, Nicholas Goodwin and Tejal Naik presented on Nectir AI training, a professional development training opportunity that aligns with the State Chancellor's Vision 2030 plan focusing on generative AI and the future of learning. Nicholas demonstrated Nectar AI's features, emphasizing its customization capabilities and ability to control the knowledge sources students can access, with the tool being designed as an equity tool rather than a replacement for regular interactions. Nectar AI fits into their four-component implementation model for an AI Community of Practice, which includes asynchronous Canvas courses, division meetings, AI discussions, and drop-in hours. The pilot has involved 280 faculty from 84 community colleges impacting about 8,000 students, and the current agreement provides free access to all California Community College faculty and students through the end of the semester with ongoing discussions about extending the agreement for another year. The AI training will be offered during PDD as a 4-hour session with 4 breakout sessions starting at 10 AM. The session will include an overview of the platform and partnership, FERPA security features, and hands-on experience where faculty can create their own chatbot or assistant for courses. The team requested that DE committee consider the training as credit for DE refresher training. The committee members discussed the importance of teaching AI responsibly and highlighted concerns about companies like Google and Microsoft collecting data for training purposes. Nectir AI is a closed chatbot that can be integrated into our Canvas ecosystem. The PDD training will include two sessions on AI and its capabilities, followed by hands-on exploration on creating their own chatbots. Tejal emphasized that while the initial training session is not enough to require immediate implementation, it provides an opportunity for experimentation and feedback. The discussion also touched on the comparison between Nectar and PlayLab AI, noting that PlayLab's pilot program is ending on June 30th, leaving Nectar as the remaining approved option with Canvas integration. Tejal also noted that while initial faculty resistance to AI has decreased over two years, they are now interested in learning how to use AI tools effectively. Nasreen emphasized the importance of faculty training

regardless of their initial willingness to adopt the technology. She highlighted that AI integration is inevitable and suggested starting early to adapt to future advancements. Tejal pointed out the importance of having content experts from various disciplines during the PDD training to evaluate the tool's effectiveness in different subjects. As incentive for attending the training, the team discussed limiting the refresher training hours to two hours, following past precedents. Logistics, including whether to split the training into separate introduction and application sessions to allow flexibility for faculty attendance were discussed. Tejal suggested making the information session optional while keeping the demo portion optional to accommodate different skill levels among faculty participants. Michael Ghebreab motioned to move refresher training for Nectir AI to action item. Fahmida seconded. Approved unanimously by the committee.

2. **AI CoP (AI Community of Practice):** Tejal outlined plans for an asynchronous AI course and semester-long discussions on topics like AI ethics and implementation in courses, which will launch April 6th after spring break.
3. **DEC Membership:** The committee discussed ongoing challenges in achieving quorum and reviewed possible options, including changes to meeting time, location, modality, and member participation. As DEC operates under Robert's Rules of Order, the use of Zoom was determined not to be permissible. The committee also determined that the current meeting day and time were the most workable for attending members. A review of attendance indicated that the CTSS and MSC representative seats had no attendance during the current year. Based on this discussion, the committee agreed to move forward with an update to the status of these seats.
4. **DE Handbook update sections 2, 3 and 4:** Tabled to next meeting
5. **DE certification and Eligibility:** Discussions on updating and clarifying the MOU language continues with the union representative Jory Segal and SJCC DE coordinator. The refresher training will follow a 2-year cadence and work like a Driver's license renewal. There will be 3 possible eligibility dates per year – May 31<sup>st</sup>, August 31<sup>st</sup> and December 31<sup>st</sup>.

## **VI. Action Items**

1. Motion to approve Nectir AI Assistant training incentive consisting of 2 hours of refresher training.

1<sup>st</sup>: Angel Fuentes

2<sup>nd</sup>: Maggie Grover

Vote: Approved unanimously; no abstinence

2. DEC Membership update: Motion to reclassify MSC and CTSS seats as Ex-Officio

1<sup>st</sup>: Maggie Grover

2<sup>nd</sup>: Fahmida Fakhruddin

Approved unanimously. No abstinence

**VII. Recognition and Announcements.**

**VIII. Adjournment:** Meeting adjourned at 4:35pm

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