

Distance Education Committee

Meeting Minutes of October 14th, 2025

Respectfully Submitted by Tejal Naik

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

Guests	
Acting VPAA Dickerson	X*
Dean Herrera	X*
Blanca Ezquerro	X*

* Attended on Zoom

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:24 pm

II. Adoption/Approval of Agenda

Motion to adopt: Preeti Srinivasan

2nd: Long Tran

No additions or deletions. Approved unanimously. No abstinance.

III. Approval of minutes

9-23-2025 minutes.

1st: Will Thai

2nd: Preeti Srinivasan

No changes. Approved unanimously. No abstinance

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..

V. DEC Chair Report

Tejal reported on the successful ongoing IOTL workshops and the AI tools being rolled out by Microsoft, Google, and Canvas. She clarified that none of these tools have been reviewed by faculty or vetted by IT as they come integrated into tools that

we already use and cannot opt out. She also updated the committee on her tour of divisions to present the DE certification and DE eligibility requirements. She has presented at all except Nursing which she is scheduled to present at next month. She shared the DE certification roadmap with flowchart and examples(attached) she had created for the presentation. Will recommended creating a timeline graphic like the one he uses with his students to make it easier for faculty to keep track of their eligibility.

VI. Action Items

- a) **DEC Goals:** The Committee discussed and finalized their goals for the upcoming year, focusing on AI Community of practice. The group discussed updating AI-related goals and guidelines, agreeing that AI development and implementation should be an ongoing process rather than a one-time goal. They decided to combine two existing goals into one that focuses on developing and implementing AI best practices and guidelines for teaching, while also gathering faculty input and collaborating with the Technology Committee. The following goals were discussed, finalized and unanimously approved for the 2025-2026 academic year. Motion to approve by Long Tran, seconded by Sara Jacome.
1. Gather faculty input on Gen AI (Generative Artificial Intelligence) use and readiness through a campus wide survey to guide future DE (Distance Education) planning and establish Communities of Practice to continue developing and implementing AI best practices and guidelines for teaching and learning.
 2. Build on last year's pilot by establishing the asynchronous IOTL (Innovation in Online Teaching and Learning) workshop format as a regular DE refresher training option.
 3. Update Student Surveys for Online Courses to align with Online faculty Observation form
- b) **DE Refresher training at another CCC:** The committee discussed whether to approve De Anza's RSI (Regular Substantive Interaction) training as refresher training, which includes both asynchronous and synchronous components

totaling 25 hours. Tejal explained the training covers RSI and accessibility topics, with faculty creating communication plans and sharing best practices with peers. The committee agreed to table the decision until Tejal could obtain more information about the accessibility guidelines.

VII. Information/Discussion items

- a) **DE Eligibility – Missed Refresher Cycle:** The Committee discussed the missed refresher training scenario. Tejal explained that faculty must complete refresher training totaling at least 4 hours every two years to maintain their online teaching certification. The committee debated whether to allow faculty who had missed a refresher cycle meaning they had completed any training for last 4 years. A discussion ensued on whether to extend their eligibility by two years or require them to complete eight hours of training to make up for the missed cycle. Tejal to bring back possible solutions based on the discussion for the committee to consider. The committee also discussed implementing better reminder systems for faculty to check their certification status, with suggestions to have deans and OAS to send reminders.
- b) **AI use and Community of Practice Survey:** The committee discussed a faculty survey about AI usage and attitudes, which Pat James and Tejal Naik developed with input from others. The committee plans to distribute the anonymous survey to EVC faculty, then use the results to inform a broader AI community of practice initiative. The survey will be anonymous, and through Microsoft forms. General questions such as department, division and employment status will be added. The first few questions regarding AI tool usage were reviewed and suggestions and feedback provided such as reordering the options and adding a link to list of common AI tools. The committee discussed cybersecurity concerns related to AI usage, particularly regarding free versus paid versions of AI tools. They decided to add a question about AI tool usage to their faculty survey, focusing on whether faculty use free or paid versions. They also considered whether 16 questions were too many and agreed to review the survey's length at their next meeting. There not being enough time left in the meeting, the committee decided to provide feedback via comments in a google doc on survey questions over the next

week, with a focus on reducing the number of open-ended questions to improve efficiency.

c) **New Features in Canvas:** This item was tabled until the next meeting.

VIII. Recognition and Announcements

IX. **Adjournment:** Meeting adjourned at 4:48 pm.
