

Distance Education Committee

Meeting Minutes of October 28th, 2025

Respectfully Submitted by Tejal Naik

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

Guests	
Acting VPAA Dickerson	X*

* Attended on Zoom

I. Call to Order

No Quorum. Only 4 present while 6 required.

II. Adoption/Approval of Agenda

III. Approval of minutes

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 reviewed new Canvas features including checkpoints for discussions, Smart Search, AI Summary, and New Quizzes, with plans to pilot these features over Intersession and summer. She also shared the sandbox Canvas site with committee members and invited them to test new features in the sandbox.

VI. Information/Discussion items

- a) The meeting could not proceed due to lack of quorum, as only four members were present while six were required. Several members were absent due to various reasons including a conference in Washington D.C., a medical emergency, and scheduling conflicts. Tejal expressed concern about the need

for survey questions to be reviewed and semi-finalized by the DEC. The survey would now be district wide and the questions would also be reviewed by EVC'S AI taskforce and SJCC's AI committee. The committee members reviewed and refined survey questions for faculty about AI usage, focusing on clarity and avoiding leading questions. They focused on clarifying questions wording and improving the layout by removing redundant questions. They decided to remove some questions and simplified others, particularly around how faculty observed students or colleagues using AI. The committee decided to keep the shorten the survey length and set a two-week completion timeline. Tejal will create the survey in Microsoft Forms and test it with the DEC Committee and AI Task Force.

VII. Recognition and Announcements

VIII. Adjournment: Meeting ended at 4:30 pm.
