

Distance Education Committee

Meeting Minutes of November 11th, 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)	X	Grace Estrada (ACCC Chair)	X
Mera Horne (At-Large)		Angel Fuentes (Div Dean)	
Fahmida Fakhruddin (Associate At-large)	X	Ebonnie Berry (MSC)	
Long Tran (B&W)	X	Student	
Nasreen Rahim (Past DE Chair)		Pat James	
Sara Jacome (LA)	X		
vacant (SSHAPE)			

Guests	
Leticia Burke	X*

* Attended on Zoom

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:18 pm

II. Adoption/Approval of Agenda

Motion to adopt: Long Tran

2nd: Grace Estrada

No additions or deletions. Approved unanimously. No abstinence.

III. Approval of minutes

The DEC meeting minutes from 10/14 and 10/28 tabled by committee.

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.

Leticia Burke(LA): Leticia informed the committee of the challenges she faced in obtaining admin approval for her LibreText account which is necessary for creating OER on LibreText platform. This is an IT issue and Tejal has already contacted IT and is awaiting resolution. Tejal again invited Leticia to schedule a meeting to discuss the specifics of her project and proceed with LibreTexts.

V. DEC Chair Report

Tejal reported that she is scheduled to present the AI Survey and DEC & AI Taskforce policy recommendation to incorporate into the college's Academic Integrity policy at the district Senate at 4:30pm so the DEC meeting would end at 4:15 today. The policy update would add a district-wide standard addressing the unauthorized use of generative AI tools in academic work, while maintaining faculty discretion over AI use in their courses

New Features in Canvas: Tejal reported on the upcoming AI features in Canvas, including AI-generated feedback, rubric creation, and AI course summaries, with plans to test these features in the intersession period. She explained that committee members would have access to a test site – sandbox to experiment with these features before they become widely available and emphasized that the tools would be optional and controlled by instructors. The group agreed to meet again to test these features, with Tejal encouraging attendees to bring their laptops to explore the tools firsthand.

VI. Action Items

- a) **DE Refresher training at another CCC:** Tejal reported that the RSI training, which covers RSI and accessibility topics, is more comprehensive than their own workshops and meets the required 4-hour minimum. It includes both asynchronous and synchronous components totaling 25 hours, with faculty creating communication plans and sharing best practices with peers. The accessibility guidelines module covers the big 7 in accessibility and the use of accessibility checkers in Canvas such as Pope Tech. The committee unanimously approved De Anza's RSI training as equivalent to DE refresher training at EVC.

VII. Information/Discussion items

- a) **District AI survey questions:** This item was added to agenda so the committee could review and finalize the questions. The committee discussed concerns about the length and format of a survey, which currently has 21 questions including preliminary information. They agreed to remove two questions and consider converting some open-ended questions to Likert scales to reduce

survey fatigue. Fahmida, who is our survey and research guru, will work with Tejal on shortening and revising the questions. The google doc with the revised questions will be shared with the committee members for final review. Tejal will present the survey to the District Senate, highlighting these concerns and proposed modifications. She also outlined plans to present a proposed addition to the college's academic integrity policy at the District Senate meeting. The policy update would add a district-wide standard addressing the unauthorized use of generative AI tools in academic work, while maintaining faculty discretion over AI use in their courses.

- b) **Book Orders in Akademos for OER/ZTC:** Tejal demonstrated the process of adopting textbooks and open educational resources (OER) through the virtual bookstore system, emphasizing that all faculty members need to complete the adoption process for each course, even if no textbook is required. Sara Jacome also highlighted the importance of properly submitting OER materials and leaving a message for students to avoid purchasing textbooks. Sara Jacome mentioned creating a video tutorial with Dean Robert Gutierrez on how to navigate the bookstore system which she will share with the DEC.
- c) **DE Eligibility – Missed Refresher Cycle:** Tabled. Tejal to bring two options for DEC to review, compare and approve.
- d) **Student Survey questions for online courses:** Tabled.

VIII. Recognition and Announcements

- IX. **Adjournment:** Meeting adjourned at 4:18 pm.
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