

Distance Education Committee

Meeting Minutes of April 28th, 2026

Respectfully Submitted by Tejal Naik

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

| Guests |
|-----------------|
| David Hendricks |
| Patricia James |
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* Attended on Zoom

I. Call to Order

Chair called the meeting to order at 3.26pm after quorum was established.

II. Adoption/Approval of Agenda

1st: Fahmida Fakhruddin

2nd: Long Tran

No changes. Approved unanimously. No abstinence.

III. Approval of minutes

1. Minutes 3-10-26

1st: Fahmida Fakhruddin

2nd: Michael Ghebreab

No changes. Approved unanimously. No abstinence

2. Minutes 3-24-26

1st: Sarah Jacome

2nd: Michael Ghebreab

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.

V. DEC Chair Report

Tejal reported that the CVC-OEI rubric is being updated to include AI and will be showcased at the Online Teaching Conference in June. The committee reviewed concerns about AI bias in educational feedback, particularly regarding how AI provides different feedback based on student demographics. A hearty discussion ensued on how AI is affecting Teaching and Learning. The team also noted that while Canvas is developing AI tools to assist with rubric feedback, human teachers will still need to review and approve the AI-generated feedback before it's posted. The committee discussed the need for faculty to become more involved in AI education and push back against industry trends, as job losses are already being observed. They explored the implementation of Canvas AI features, which are currently not enabled due to lack of faculty comfort and administrative access, though a sandbox environment may be available for testing. The group reviewed progress on AI training modules, online observation forms, and course badge programs, noting challenges with funding and resource constraints. They also addressed issues with faculty not receiving IOTL training information, particularly affecting retired and new hires, due not being on the email list. This IOTL schedule is posted in the IOTL canvas course and recommendation to post the schedule separately on DEC was voiced.

Michael reported on the recent ADAPT and Libra Text training session held at Cañada Community College, and shared his positive experience with hands-on training for OER curation and recommended providing similar training to faculty interested in adopting OER. The team agreed to survey their divisions to assess interest in OER curation, particularly for summer or fall implementation. It was noted that the OER repository has significantly expanded in the last three years due to ZTC grants, making it worth revisiting for potential textbook alternatives. The group also discussed specific challenges around chemistry textbook adaptation and the need for specialized training in that area.

VI. Information/Discussion items

1. **DE Certification & Refresher Training MOU:** Jory Segal presented the finalized contract language for distance education certification and training requirements,

which was developed collaboratively with the DE coordinators Tejal Naik and Audrey Blumeneau over several months. The agreement ensures identical certification requirements across both campuses, with initial certification requiring EDIT 22 or equivalent @ONE courses, and refresher training consisting of at least 4 hours every two years. The contract includes grace periods for expired certifications and provides flexibility for completion through various methods including professional development days and summer training. The contract will be officially signed with the district, likely by Friday, and will maintain existing compensation terms for part-time faculty.

2. **BadgeUp! ProSkills:** Tejal on behalf of Nasreen (Zoom tech issues) shared a presentation about a Badger Pro Skills grant project, which aims to embed professional skills badges into existing courses, starting with CTE and STEM programs. The project, in collaboration with SRI International, seeks to assess and badge communication, teamwork, lifelong learning, and other skills, allowing students to demonstrate these skills to employers. The implementation involves minimal additional faculty workload, with SRI creating materials and assessments, and faculty having the option to use provided materials or existing coursework content. The committee will discuss approving the badge training as DE refresher training as an incentive for faculty.
3. **DE certification and Equivalency:** The committee did not have enough time to discuss this and will continue at the next meeting. However, several DEC members shared feedback by email both before and after the meeting. Based on the feedback received so far, DEC members who responded did not support granting equivalency based on the three completed courses alone and indicated that additional coursework would be needed before equivalency could be approved. The course identified as the best fit to address the gap is the facilitated @ONE course [*Introduction to Course Design*](#),
4. Ally, PopeTech, DE handbook update tabled until next meeting due to lack of time.

VII. Recognition and Announcements.

VIII. Adjournment: Meeting adjourned at 4:50pm.
