

Distance Education Committee

Meeting Minutes of September 23rd, 2025

Respectfully Submitted by Tejal Naik

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

* Attended on Zoom

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:30 pm

II. Adoption/Approval of Agenda

Motion to adopt: Sara Jacome

2nd: Will Thai

Minor typos and formatting errors corrected. No additions or deletions. Approved unanimously. No abstinance.

III. Approval of minutes

5-13-2025 minutes.

1st: Preeti Srinivasan

2nd: Sara Jacome

No changes. Approved unanimously. No abstinance

9-9-2025 minutes.

1st: Long Tran

2nd: Sara Jacome

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.

Pat raised concerns about not receiving DE refresher credit for teaching a facilitated at-one course. Tejal explained that training not on the pre-approved list does not count towards certification but suggested bringing it to the committee for review.

V. DEC Chair Report

Tejal shared updates on AI initiatives in education and AI tools in Canvas. The committee discussed the Canvas tools and the need to review and decide on their use. She reported on the popularity and success of the Pilot asynchronous refresher training modules (2 hours) offered over summer.

VI. Information/Discussion items

a) **DEC Goals:** The DE Committee reviewed goals from last (2024-2025), noting that the first two goals had been met, while work continues on updating student surveys for online courses to consider different teaching modalities. A discussion ensued as the committee identified DE needs and priorities at EVC, with AI's impact and usage across disciplines emerging as a major area of focus. The committee discussed forming both division-based and cross-disciplinary faculty groups to explore the thoughtful integration of AI into teaching, with each division designating a point person to help facilitate dialogue. Members highlighted the need to focus on human-centered learning and critical thinking, encouraging assignment redesigns that promote authentic assessments. The committee agreed to form an AI Community of Practice (CoP) to continue exploring these issues, beginning with a faculty survey to gather input on AI-related concerns and current practices. Pat will connect with the Statewide Academic Senate for additional insights. The team decided to keep the initial goal broad enough to accommodate divisional differences, with plans to present findings and updates at the next Professional Development Day in January. Tejal will craft and bring options for committee member to discuss and vote on at the next meeting.

■ **DEC Membership update:** Tejal shared Academic Senate's recommendation to change the library seat on the DEC to an At-Large seat. She had reached out to the Nurs, LA and SSHAPE division to request representatives. Sara Jacome from LA will join the DEC and Mera Horne from STEM will take the At-Large seat. Tejal has not yet heard back from the Nursing or SSHAPE deans regarding their division representatives. She also shared this update at Academic Senate, and the Senate

has sent out requests to divisions as well. Tejal followed up again with Ken Nguyen (CTSS) regarding his absences from last year's DEC meetings but has not received a response.

- b) **DE Eligibility Update:** The committee discussed concerns about expired teaching certifications – faculty miss a DE refresher cycles for example they have not completed refresher training in three years. Tejal to bring potential solutions/options for extending eligibility dates at the next meeting.
- c) **AI tools in Canvas:** Tejal shared Canvas's latest feature update: Ignite AI – a chatbot integrated into Canvas to assist faculty in creating assignments, managing assignment due dates and providing grading feedback. She shared the emergence of various AI tools, including Google's AI video tool and Synthesize, which can synthesize voices for AI-generated videos. She expressed concerns about the permanence of AI data and its implications for privacy. The committee discussed this and other Canvas tools and the need to review and decide on their use. They also discussed the need for expanding AI-related workshops and professional development opportunities for faculty, including bringing in subject matter experts to provide specific AI guidance for different disciplines.
- d) **Best Practices in AI:** Tejal shared the *Best Practices in AI* document crafted by DEC last spring and proposed that the committee continue developing related practices and policies to support faculty. The committee discussed ways to redesign assignments to encourage authentic assessments and reduce reliance on AI-generated work, as well as strategies to help students understand appropriate and ethical use of AI tools. The discussion centered on the need to create Communities of Practice (CoPs) within divisions to explore AI's role in teaching and learning, support faculty dialogue, and promote human-centered, critical-thinking-focused approaches.

VII. Recognition and Announcements

VIII. Adjournment: Meeting adjourned at 4:50 pm

DEC Goals for 2024-2025 academic year

1. Develop practices and policies on using Generative AI
2. Continue and expand IOTL workshops (Using AI for teaching and learning, Asynch option)
3. Update Student Surveys for Online Courses to align with Online faculty Observation form.