

# Distance Education Committee

Meeting Minutes of February 11<sup>th</sup>, 2025

*Respectfully Submitted by Tejal Naik*

Committee Members				Guests	
Tejal Naik (Chair)	X*	Vacant (Classified)			
Maggie Grover (NURS)		Ken Nguyen (CTSS)			
Michael Ghebreab (STEM)	X*	Shashi Naidu (Classified)	X		
Will Thai (COUNS)	X	Grace Estrada (ACCC Chair)	X		
Vacant (LETC)		Angel Fuentes (Div Dean)	X*		
Pat James (At-large)	X	Ebonnie Berry (MSC)			
Vacant (B&W)		Steven Mentor (CTC Chair)	X		
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)					
Patricia Tirado (SSHAPE)	X				

Note: \* denotes member attended in person

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:13 pm (When we made Quorum).

## II. Adoption/Approval of Agenda

Motion to adopt: Angel Fuentes

2nd: Patricia James

No additions or deletions. Approved unanimously. No abstinence.

## III. Approval of minutes

Motion to approve: Angel Fuentes

2nd: Michael Ghebreab

No additions or deletions. 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 on the progress of the CVC-OEI consortium, which has seen two more colleges join as Teaching colleges. ACCJC will be implementing the pilot rubric to assist peer reviewers in conducting assessment of the quality of DE and to verify RSI. Tejal also mentioned the successful completion of the first POOCR Academy cohort at

EVC and the upcoming second cohort. She also discussed the college's progress in the implementation of the two ZTC pathways – AA-T in Psychology and COA in Chemistry, and the potential for applying for ZTC Acceleration II grant to obtain more funding to create two additional ZTC pathways.

## VI. Information/Discussion items

- a) **DEC Meeting time and location Update:** Starting this semester the DEC will meet in-person as directed by the AS per Brown's Act as amended by AB 2449 – Permanent Hybrid flexibility. After discussion and input from the committee members, Tejal proposed moving the committee meeting time to 3:15pm or 3:30 pm to accommodate member's schedules. The committee agreed to change in time, with some members expressing concerns about the potential need to leave a few minutes early. The final decision was to move the meeting time to 3:15 PM, ending at 4:45pm. The issue of disclosing physical location of members attending via Zoom on the meeting agenda was also raised, with Tejal noting that other colleges were facing similar challenges. And were addressing the issue similar to what the DEC has been doing in the past – DEC chair conducts the meeting from a physical location on campus that as public access and members attend on zoom. Concerns regarding meeting physical quorum were also raised. Tejal will bring these concerns to the Academic Senate for further discussion and consideration.
- b) **DEC Membership:** The item began with introductions from the committee members and their role at the college. There was discussion regarding the new in-person attendance and two of the committee members having to step down because of it. There are several vacancies and committee need to recruit new members for the following seats: B&W, Library, Associate Faculty At-large, and Classified. Tejal discussed the need for library representation on the committee, acknowledging the challenges due to the limited number of librarians. The committee considered having a librarian attend meetings on an as-needed basis with the understanding that their presence would be highly valued. Tejal will reach out to the library department to discuss.
- c) **DE Activity Approval:** The committee discussed an upcoming conference "Online Innovate" organized by the Online Learning Consortium(OLC) for approval as DE refresher training. Pat James recommended the conference as being beneficial for those already experienced in online learning and thus appropriate for refresher training. The committee concurred and it will added to the list of pre-approved activities for DE refresher training.
- d) **Turnitin Plagiarism and AI checker:** The SJCC librarian requested a HECVAT from Turnitin while reviewing the subscription and came across some accessibility concerns, serious. The matter was brought to our (DE

Coordinator's) attention, and it may be serious enough to stop Turnitin subscription. Both VPAA's ,and ITSS are looking into the matter.

- e) **IOTL Workshop Spring 2025 series schedule and Topics:** Tejal discussed the tentative schedule for upcoming workshops, emphasizing the importance of aligning with the course design rubric. She requested feedback from the committee members, with a deadline of Thursday. Michael proposed inviting the Biology faculty to host a session on PlayPosit – interactive videos. Patrica shared her positive experience with 3C media for captioning videos and suggested a future session to demonstrate its use. Tejal will reach out to faculty to arrange for faculty show & tell session on these topics. She encouraged committee members to review the workshop schedule and consider which ones are suitable for asynchronous training. She requested that DEC members bring their recommendation with suggestions for appropriate assessments that faculty would complete after watching a recording of the IOTL workshop to meet one hour of asynch refresher training.

## VII. Recognition and Announcements

NCORE in May, Online Teaching Conference – OtC'25 in June and InstructureCon-Canvas conference in July. Links and details available in the IOTL workshop schedule document in the IOTL canvas course.

## VIII. Adjournment: Meeting adjourned at 4:25 pm

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### 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.

# Distance Education Committee

Meeting Minutes of February 25<sup>th</sup>, 2025

*Respectfully Submitted by Tejal Naik*

Committee Members			Guests
Tejal Naik (Chair)	X	Vacant (Classified)	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)	
Michael Ghebreab (STEM)	X	Shashi Naidu (Classified)	
Will Thai (COUNS)		Grace Estrada (ACCC Chair)	X
Vacant (LETC)		Angel Fuentes (Div Dean)	
Vacant (At-large)		Ebonnie Berry (MSC)	X
Vacant (B&W)		Student	
Nasreen Rahim (Past DE Chair)	X	Steven Mentor (CTC Chair)	
Raquel Rojas (LA)	X		
Patricia Tirado (SSHAPE)	X		

## IX. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:22 pm.

## X. Adoption/Approval of Agenda

Motion to adopt: Grace Estrada

2<sup>nd</sup>: Nasreen Rahim

No additions or deletions. Approved unanimously. No abstinance.

## XI. Approval of minutes

Motion to approve: Grace Estrada

2<sup>nd</sup>: Patricia Tirado

No additions or deletions. Approved unanimously. No abstinance.

## XII. 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.

## XIII. DEC Chair Report

Tejal reported the successful completion of the first POQR Academy cohort at EVC. Three courses were quality reviewed and badged – BIS 135, BIS 102 and CIT 10. LA 10 is pending a few modifications and will be badged soon. She mentioned the upcoming biennial Board of Governors Distance Education Report, which will focus on post-pandemic trends and expanded distance modalities. Tejal also discussed the

modality definitions, which were reviewed and altered by the California Community Colleges Curriculum Committee (5 C's). She noted that these definitions will be incorporated into the curriculum handbook to avoid the need for Board of Governors approval every time.

Tejal discussed the challenges of collecting data on modality and representative groups for online and in-person classes. She mentioned that the Chancellor's office is working on updating the MIS elements to collect this data. Tejal also highlighted the issue of authenticity and cheating in online classes, which is a major concern for colleges. She suggested that many colleges might shift to asynchronous hybrid classes due to the need for in-person exams. Tejal also mentioned the need for a system-wide process to handle proctoring exams for students from other colleges. Lastly, she reported on the ongoing pilot of Nectar AI and the need for better communication and data sharing with adjunct faculty.

#### XIV. Information/Discussion items

a) **Spring 2025 IOTL workshops – Asynchronous Refresher training options(s):**

The committee had agreed to offer asynchronous training modules to faculty, in earlier in the semester and Tejal proposed selecting one or two of the available Zoom workshops, such as those on the Canvas Grade Book, and incorporating interactive elements like quizzes or reflections. The training would be made available late April through August. Tejal also considered the possibility of embedding questions directly into the recorded workshops, allowing faculty to watch and be assessed at their convenience. A committee member requested information regarding issues with Turnitin. Tejal discussed the accessibility issues with Turnitin, a software used by the college. She explained that the version currently in use is not screen reader compatible, which is a compliance issue. Tejal also mentioned that Turnitin has an alternate version, the Canvas Speedgrader, which is screen reader accessible but does not meet the required compliance. She expressed concern about the lack of communication from Turnitin and the absence of an accessible and equally effective alternative. Tejal passed this issue to the EVC VPAA and SJCC VPAA for further investigation, as it involves legal compliance and a subscription renewal is approaching. It was mentioned that faculty – especially in LA - need Turnitin as there are no other viable options.

b) **DEC Certification – Temp Hires – DE Handbook update:** The committee discusses updating guidelines for temporary or emergency online teaching certification. They agreed on allowing one semester for new and emergency hires to complete the EDIT 22 certification, provided they have basic Canvas training. The committee considers adding flexibility for extenuating

circumstances, allowing faculty to apply for extensions. They also discuss the need to formalize the language and process for extension requests, possibly including documentation requirements. The committee emphasized the importance of basic Canvas proficiency for all online instructors and clarified that temporary certification can only be granted once. Tejal will update the language and bring it to the committee at the next meeting.

- c) **Student Surveys for online courses:** The committee discussed the need to update the student survey form to align with the new faculty observation form, which is now in use. Tejal mentioned that the process of updating the survey would involve both college's DE committees, Academic Senates and the Union, and that the updated survey would be used for all faculty evaluations. Tejal also asked the team to consider what kind of survey questions they would want students in online classes to have, as this would be part of the evaluation process.

#### **XV. Recognition and Announcements**

There will be an AI session hosted by Dean Fuentes and Tejal at the March PDD. This session will qualify for refresher training. In addition, Tejal will also offer a session on ZTC/OER at EVC. This was on request of the PD chair Binh Vo to increase the session offerings at PDD.

#### **XVI. Adjournment:** Meeting adjourned at 4:20 pm

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#### DEC Goals for 2024-2025 academic year

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

# Distance Education Committee

Meeting Minutes of March 11<sup>th</sup>, 2025

*Respectfully Submitted by Tejal Naik*

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)			
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebreab (STEM)	X	Shashi Naidu (Classified)			
Will Thai (COUNS)	X	Grace Estrada (ACCC Chair)	X		
Vacant (LETC)		Angel Fuentes (Div Dean)			
Vacant (At-large)		Ebonnie Berry (MSC)	X		
Vacant (B&W)		Student			
Nasreen Rahim (Past DE Chair)	X	Steven Mentor (CTC Chair)	X		
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

## XVII. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:27 pm.

## XVIII. Adoption/Approval of Agenda

Motion to adopt: Angel Fuentes

2<sup>nd</sup>: Nasreen Rahim

Agenda item “Best Practices on AI” was added by the chair.

No deletions. Approved unanimously. No abstinence.

## XIX. Approval of minutes

Tabled.

## XX. 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.

## XXI. DEC Chair Report

## XXII. Information/Discussion items

- a) **CVC-OEI Consortium Update:** Tejal shared a brief report on the CVC consortium meeting, and the CRM request confirming and discussing the various roles of EVC team. The conversation ended with a discussion about the

need for representation from A&R and Financial aid at the consortium meetings. Tejal, Will and Ebonnie discussed the process of students enrolling in courses and the financial aid. Ebonnie clarified that students need to apply for financial aid separately at their home college, even if they are a guest at another institution. She suggested that students should be referred to the financial aid office for further assistance

- b) **DEC Certification – Temp Hires – DE Handbook update:** The committee discussed the need for new hires to sign off on Edit 22 as soon as they start, to ensure they meet qualifications and have basic online training. The team also discussed the challenges new hires face with the enrollment process and the need for additional support. Dean Fuentes proposed creating an internal website with all the necessary information, including how to sign up for EDIT 22, for new faculty. Tejal concurred, adding that this could be added to the faculty resource IOTL Canvas course which the faculty can access at anytime. The team also discussed the need for new hires to reach out to the DE coordinator for more information on registering for Edit 22. Dean Fuentes discussed the challenges of hiring emergency faculty members who have extensive online teaching experience but have not completed the required Edit 22 training. He proposed allowing these hires to teach in the second semester, provided they sign up for the training in the second semester. Tejal clarified that given the logistical challenge, if the emergency hire needed to teach a second semester, they could submit a request to the DE committee for an extension. She also clarified that faculty who have completed the training more than 5 years ago and have not taught online since then will need to retake EDIT 22. Ebonnie suggested adding hypothetical scenarios to the handbook for better understanding. The committee will review section 6.2 in its entirety and finalize the update at the next meeting Tejal will present the new language update to the handbook as an information item at the next Academic Senate meeting.
- c) **POCR Academy – English Cohort:** Tejal reported the launch of English cohort of the POCR academy. Dean Gutierrez will be providing the funding to review and badge ENGL 1A and 1C. Three English faculty will participate in this cohort which will run from Spring through Summer 2025. The badged course will go on the CVC exchange in Fall 2025.
- d) **Student Surveys for online courses – First look:** The committee discussed the need to update the student survey questions to align with the new online faculty observation form. Tejal asked the committee to try out the survey in Qualtrics and review the online faculty observation form. The committee will discuss potential changes at the next meeting.



e) **AI Best Practices in DE:** Tejal discussed the impact of AI and ChatGPT on education, noting that while they initially caused disruption, they are now being considered as potential tools. Tejal mentioned that they have conducted workshops and are planning to do more, while also addressing the ethical concerns surrounding AI's bias. Tejal emphasized the need to educate students on using AI as a tool rather than a means to cheat, and suggested offering guidelines for faculty to incorporate AI effectively.

Nasreen reported on a recent AI conference at Foothill College, highlighting the need for De Anza to form interdisciplinary committees to address AI use in education. Tejal shared data indicating that 78% of California community college students use AI, emphasizing the urgency to develop guidelines for faculty and students. The committee discussed the importance of equity, as underrepresented students without access to AI may be disadvantaged. They also consider bringing in guest speakers, creating an AI literacy class, and collaborating with the library to educate students on proper AI use. The group agreed on the need for flexible institutional policies that accommodate different disciplines' approaches to AI while addressing academic honesty concerns. She also mentioned the need to update AI syllabus statements and the necessity of defining specific policies for each department. Tejal noted that Microsoft's copilot tool, included in their license, is available to everyone, and suggested incorporating AI into writing assignments as a practice. The committee discusses the integration of AI literacy into education, as mandated by the Chancellor's office's Vision 2030 goals. Steven shared his work on AI practice with the committee. They explore various training options for faculty, including webinars, workshops, and courses like Nvidia's Foundations of AI. The group emphasizes the importance of starting small, with faculty incorporating AI into one assignment per semester, and suggests organizing discipline-specific presentations and interactive sessions to help educators become familiar with AI tools. They also mention ongoing efforts to develop AI coursework and the need for both caution and curiosity when approaching AI in education.

**XXIII. Recognition and Announcements**

**XXIV. Adjournment:** Meeting adjourned at 4:45 pm

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## DEC Goals for 2024-2025 academic year

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

# Distance Education Committee

Meeting Minutes of March 25<sup>th</sup>, 2025

*Respectfully Submitted by Tejal Naik*

Committee Members			Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)		
Michael Ghebreab (STEM)	X	Shashi Naidu (Classified)		
Will Thai (COUNS)		Grace Estrada (ACCC Chair)	X	
Vacant (LETC)		Angel Fuentes (Div Dean)		
Vacant (At-large)		Ebonnie Berry (MSC)		
Vacant (B&W)		Student		
Nasreen Rahim (Past DE Chair)		Steven Mentor (CTC Chair)	X*	
Raquel Rojas (LA)	X*			
Patricia Tirado (SSHAPE)	X			

## XXV. Call to Order

Meeting canceled at 3:30 due to lack of physical quorum.

## XXVI. Adoption/Approval of Agenda

## XXVII. Approval of minutes

## XXVIII. 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.

## XXIX. DEC Chair Report

## XXX. Information/Discussion items

## XXXI. Recognition and Announcements

## XXXII. Adjournment: Meeting adjourned at 4:45 pm

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### DEC Goals for 2024-2025 academic year

10. Develop practices and policies on using Generative AI

11. Continue and expand IOTL workshops (Using AI for teaching and learning, Asynch option)

Update Student Surveys for Online Courses to align with Online faculty Observation form.

# Distance Education Committee

Meeting Minutes of May 13th, 2025

*Respectfully Submitted by Tejal Naik*

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)			
Jeanine Vaughn (NURS)		Ken Nguyen (CTSS)			
Michael Ghebream (STEM)	X	Shashi Naidu (Classified)	X		
Will Thai (COUNS)	X	Grace Estrada (ACCC Chair)	X		
Vacant (LETC)		Angel Fuentes (Div Dean)	X*		
Vacant (Associate At-large)		Ebonnie Berry (MSC)			
Vacant (B&W)		Student			
Nasreen Rahim (Past DE Chair)		Steven Mentor (CTC Chair)	X*		
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	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: Will Thai

2<sup>nd</sup>: Raquel Rojas

No deletions. Approved unanimously. No abstinence.

## III. Approval of minutes

4-22-25 Minutes

1<sup>st</sup>: Will Thai, 2<sup>nd</sup>: Michael Ghebream

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 discussed the AI Work group's framework, which outlines the values and position on AI use. The framework considers ethical considerations, accessibility, legal complications, environmental responsibility, limitations and risks, transparency,

and accountability. Tejal emphasized the importance of transparency in communication and the need for faculty to inform their students about the tools they use. The group also discussed the potential for AI to be used as a therapist, which raised concerns about privacy and bias. Tejal also shared her presentation on the college council, highlighting the committee's achievements, the successful IOTL workshops(394 badges awarded just this year) and committee's role in developing AI policies and practices. She also highlighted the challenges the DEC faced in keeping up with rapidly evolving technologies, particularly AI, and the lack of support and infrastructure. She highlighted the need for a website or 'launch pad' for online students and faculty, providing resources and expectations. The President expressed interest in this idea and requested a follow-up meeting with Tejal.

#### VI. Information/Discussion items

- a) **Fall PDD breakout session topics:** The committee members discussed topics for DE breakout sessions for Fall PDD such as managing bots in classes and authentic assessments to mitigate AI use. The Zoom recording deletion memo sent out by Zoom/TechConnect was discussed and a session on informing faculty on how to download their zoom cloud recordings and upload them to 3C media was finalized.
- b) **AI Best Practices in DE Courses:** Tejal discussed the need for AI literacy for both faculty and students, and the importance of building advocacy for its use. She shared a draft document on AI use and encouraged feedback for corrections and additions. (Document attached) The committee reviewed the draft document on AI Best practices which they plan to share with faculty and add to the DE handbook. Members shared varying faculty opinions on AI with some viewing it as a useful tool and others seeing it as a problem. Members shared concerns about AI cheating citing an undetectable cheating app that completes Canvas quizzes. The committee noted the importance of students gaining AI literacy- to learn to use AI tools responsibly to meet future workforce needs and emphasized supporting faculty in integrating AI into teaching and learning as a key step in preparing students. The committee discussed the need for educators to adapt to changes in teaching methods due

to the impact of AI on critical thinking and problem-solving skills. Tejal suggested reassessing how and what is being taught, and what students will need to know in the future. Tejal also mentioned the need to educate students and collaborate with each other, and the importance of community of practice. A community of practice – AI COP for each division/department was recommended as a way to support faculty exploration of AI, provide ongoing peer learning, and address discipline-specific needs. Steven suggested the need for a separate document for staff and raised concerns about workplace expectations and training. Tejal will bring this document and recommendation to the Senate. Angel suggested that faculty should collaborate to propose changes to the Academic Integrity Policy, which is set by the Board of Trustees. Tejal agreed to bring this up with the Senate. They also discussed the student code of conduct, with Angel suggesting that linking to the Board policies could be helpful. Tejal proposed that if the student code of conduct already covers plagiarism, they could use that as a basis for their policy. However, Angel expressed concerns about the nature of AI-generated content, suggesting that it should be explicitly addressed in the policy.

c) **Student Surveys on Online Courses:** Tabled until the first meeting in Fall.

## VII. Recognition and Announcements

Tejal reported on the progress of BWF and English PO CR academy. Once the English 1A and 1C are PO CR certified we will be able to offer them in the asynchronous online modality, opening the doors to more fully online degrees such as in Psychology.

Raquel, Michael and Angel recognized Tejal's hard work and dedication as DEC chair.

## VIII. Adjournment: Meeting adjourned at 4:30 pm

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### 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.

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#### AI Best Practice Draft Document

## Introduction

Generative Artificial Intelligence (Gen AI) is reshaping the educational landscape by automating routine tasks, personalizing learning, and offering new modes of student support. For faculty, AI presents opportunities to close equity gaps, enhance teaching efficiency, and improve learning outcomes when implemented responsibly. For students, it has the potential to make learning more personalized, accessible and supportive. This document attempts to outline best practices for the ethical, responsible and effective use of AI in our teaching and learning.

## HUMANS framework

Using the Human to counteract Gen AI. The Chancellor's Office promotes the HUMANS-centered approach for AI use and integration

- **H**uman-Centered Design: Involve students in how AI is used in your classroom.
- **U**niversal Support: Provide alternatives for students who opt out of AI tools.
- **M**anaged Privacy: Use AI tools that comply with FERPA and institutional data policies.
- **A**ccountability: Be transparent about when and how AI is used.
- **N**on-Bias: Regularly review AI-generated content for bias or inaccuracies.
- **S**calability: Choose tools that can be adapted across different courses and modalities.

## Recommended Best Practices

The following best practices are designed to guide faculty in leveraging AI tools to enhance teaching and learning while upholding our college's core values of equity, access and academic integrity

### Promote Ethical and Transparent Use

- Add a syllabus statement on responsible AI use.
- Let students know **when and how** AI tools are being used in your class.
- Discuss academic integrity and **set clear expectations** around AI-generated work (e.g., ChatGPT, Grammarly).

### Protect Student Data and Privacy

- Only use AI tools that comply with **FERPA** and district policies.
- Avoid requiring students to create accounts on platforms that collect personal data without institutional vetting.

### Encourage and build AI Literacy

- Join AI communities of practice to share strategies and challenges with peers.
- Help students learn how to **evaluate AI-generated content**, understand its limitations, check for bias and use it ethically.
- Consider simple, low-stakes assignments that ask students to **compare human vs. AI responses**, or analyze bias in AI outputs.

## Integrate AI into teaching thoughtfully

- Use Gen AI to co-create syllabi, rubrics, generate quiz questions, scaffold assignments.
- Tools like ChatGPT, Claude and Gemini can help generate examples, summaries, case studies or explanations tailored to student needs
- Use AI for formative assessments and/or feedback but maintain human oversight to ensure fairness and equity.
- Always review and fact-check AI generated content. Regularly check for bias.
- Use AI to draft and then refine using your expertise to ensure cultural relevance, clarity and alignment with course goals.

## Use AI to Support, Not Replace, Instructor Presence

- Maintain **active and authentic interaction** with students.
- Use AI to automate routine tasks (e.g., draft announcements, summarize discussions) so you can focus more on meaningful engagement.
- Use AI to create multimodal content(text, audio, video) to support diverse learning styles and apply UDL principles to assignments and assessments.

## Stay Informed and Collaborate

- Collect feedback from students on their AI experiences.
- Participate in **college or statewide workshops** on AI in education.
- Share what's working (or not) with colleagues—AI use and is evolving, and so is the conversation.

## Reflect and Adjust

- Collect feedback from students on their AI experiences
- Revisit your AI policy and strategies regularly and align them with your teaching values, learning objectives and student needs.