



# Distance Education Committee (DEC)

## Meeting Minutes

**Date:** Tuesday, December 3rd, 2024

**Time:** 11:00am-12:00pm

**Location:** AC 229 and [Zoom](#)

**Present:** Maria Coulson, Carl Freschl, Andy Haber, Joshua Kas-Osoka, Ingrid Kelly, Rachel Klein, Stacey Lince, Kathleen Smyth, Cari Torres

**Absent:** Erik Dunmire (sabbatical), Jessica Park (family emergency), Cara Kreit (class conflict)

**Meeting Called to Order:** 11:05 AM

### Key Takeaways

- Respondus pilot approved; interest survey to be sent to faculty
- \$1.5M shared grant awarded for AI feedback tool project with UC Davis
- New ACCJC Quality Workbook for DE course review released
- Kahnmigo AI tool from Khan Academy available in Canvas test environment

### Topics

#### DE Committee Updates

- November 16 DECO meeting video not posted; reviewed slides on future of distance learning
- Today's DECO meeting (Dec 3) to unveil new DE definitions
- Flex proposals due Dec 6; committee planning sessions on:
  - Respondus training
  - Accessibility and student engagement in online learning
  - Canvas updates and new tools

#### Respondus Pilot

- Senate approved pilot; interest survey form created
- Plan to install in one computer lab and testing center

- Mandatory 1-hour training required for participation
- Will send announcement to all faculty via email and Canvas

#### AI Feedback Tool Grant

- \$1.5M shared grant awarded to College of Marin, UC Davis, and others
- Anna Miller (English faculty) spearheading project
- Community hour presentation on Dec 9 at 12:40 to discuss grant
- English Dept hosting AI discussion on Dec 4 with Math faculty

#### ACCJC Quality Workbook

- New guidelines for peer reviewers evaluating DE courses
- Detailed rubric with 4 levels: Highly Developed, Developed, Emerging, Initial
- Covers regular & substantive interaction (RSI) expectations
- Committee plans to share with faculty and update DE website

#### Canvas Updates

- Significant changes coming; flex session planned
- KahnMigo AI tool from Khan Academy available in test environment
  - Committee voted to notify stakeholders and enable for faculty use
  - Potential flex session topic to introduce tool

#### CidiLabs Design Plus Toolbar

- New version updated; currently limited access
- Full upgrade required by December 2025
- Spring semester opt-in for faculty to try new toolbar
- Training needed on migrating existing content

#### Next Steps

- Send Respondus interest survey to faculty
- Notify stakeholders about enabling KahnMigo AI tool in Canvas
- Submit flex proposals for DE-related sessions
- Schedule January 29 all-DE faculty meeting and February 11th DEC meeting
- Prepare for ACCJC liaison visit at upcoming department meeting

## Action Items

- Send Respondus pilot interest survey to all faculty via email
- Update Respondus pilot form - remove "I do not agree" option, change to bullet points of mandatory terms
- Attend AI grant community hour on Dec 9 at 12:40
- Prepare Flex session on "Engaging Students in Online Learning with Accessibility and Equity"
- Prepare Flex session on Canvas updates, including new tool updates
- Notify Patrick and Academic Senate about turning on Khan Academy AI tool in Canvas
- Research training videos/resources for Khan Academy AI tool in Canvas

**Meeting Adjourned:** 11:40 AM

**Next Meeting:** February 11<sup>th</sup>, 2025