



Distance Education Committee (DEC)

Date: Tuesday, March 11, 2025

Time: 11:00am-12:00pm

Location: AC 303 and [Zoom](#)

Attendees AC303: Maria Coulson, Carl Freschl, Andy Haber, Joshua Kas-Osoka (Zoom), Ingrid Kelly, Rachel Klein, Stacey Lince, Kathleen Smyth, Cari Torres

Attendees Zoom: Joshua Kas-Osoka (home)

Absent: Jessica Park (family medical), Cara Kreit (class conflict)

Meeting Minutes

1. Call to order
 - a. Meeting was called to order at 11:04 AM
2. Approval of agenda
 - a. Agenda approved (Smyth/Kelly)
3. Approval of minutes from 02/11/2024
 - a. Minutes reviewed and approved (Smyth/Kelly)
4. Public Comments
 - a. None
5. Discussion items
 - a. Distance Education Coordinator position update
 - Interviews conducted last week
 - Decision expected by the week of 2/17/2025
 - b. In-house Online Teaching and Design course
 - 15 faculty signed up so far - higher than usual interest
 - Planning more active mentoring approach
 - Identify who plans to teach online Spring 2026
 - Assign mentors to work closely with serious participants
 - Build courses module-by-module with ongoing feedback
 - Aiming to have courses ready for review by late July/early August
 - Looking for more examples of aligned online courses from faculty to share

- c. Respondus pilot
 - Testing as potential Proctorio replacement
 - Some initial technical issues during first major assessment
 - Advantages noted:
 - Works on mobile devices
 - Allows specific websites to be whitelisted
 - More flexible for on-campus electronic testing
 - Plan to gather all users at end of semester to evaluate
 - Decision will be needed by June from Academic Senate on whether to run both tools next year or fully switch
- d. CSS building
 - Andy Haber raised concerns about hyflex and the new building
 - Concerns raised about lack of IT/AV input in planning process
 - Issues identified with classroom design, technology integration in other recent buildings
 - Walkthroughs scheduled for Fridays at 3:30pm
 - Need for centralized computer lab and tech support space identified
 - Suggestion to bring concerns to Academic Senate and administration

6. Action items for Senate
 - a. None
7. Adjourned: 11:54 AM