



Distance Education Committee (DEC)

Date: Tuesday, April 8th, 2025

Time: 11:00am-12:00pm

Location: AC 303 and [Zoom](#)

Attendees AC303: Maria Coulson, Carl Freschl, Andy Haber, Ingrid Kelly, Stacey Lince, Kathleen Smyth, Cari Torres

Attendees Zoom: Joshua Kas-Osoka (home)

Absent: Jessica Park (family medical), Rachel Klein

Meeting Minutes

1. Call to order
 - a. Meeting was called to order at 11:05 AM
2. Approval of agenda
 - a. Agenda approved (Smyth/Kelly)
3. Approval of minutes from 3/11/2025 (Smyth/Kelly)
 - a. Minutes reviewed and approved
4. Discussion items
 - a. DE Coordinator Position
 - Ingrid Kelly will be taking over as the new DE coordinator June 1st
 - Kathleen Smyth will stay involved in a limited capacity
 - The first office hour there were discussions about class size and workload for online courses (35 students suggested as a "sweet spot")
 - b. OTD course
 - OTD course is ongoing with 19-20 participants
 - One participant dropped due to other commitments
 - Some challenges with faculty engagement and understanding course expectations
 - c. POCR Process and Updates
 - Considering changes to POCR reviewer compensation (flat rate vs. hourly)

- Discussions about course expiration dates and re-review processes
 - Potential updates to the POCR rubric, including a new section for LTI apps
 - Concerns about "plug and play" courses and maintaining instructor autonomy
- d. CVC-OEI Website and Course Finder Tool
- Issues with course visibility on the CVC-OEI website due to teaching college vs. home college designations
 - Lack of communication about website changes and updates
- e. AI Community of Practice
- Plans to start an AI community of practice at the college
 - Will involve faculty and staff, focusing on policy adoption, equity considerations, and consistent language around AI use
 - Potential for flex credit or stipends for participants
- f. Online Proctoring Tools
- Considering switching from Proctorio to Respondus or HonorLock
 - Need to make a decision by June to allow for transition and training
 - Concerns about notifying faculty of potential changes and ensuring smooth transition
5. Action Items
- Gather data from Respondus pilot and share with faculty
 - Notify department chairs about potential discontinuation of Proctorio and gather feedback
 - Develop criteria for evaluating HonorLock as an alternative proctoring tool
 - Plan communication strategy for potential proctoring tool transition
 - Continue discussions on POCR process updates and compensation models
 - Begin planning for AI community of practice, including participant selection and incentives
6. Adjourned at 11:59 AM
7. Next Meeting: Tuesday, May 6th, 2025