



Distance Education Committee (DEC)

Date: Tuesday, May 06, 2025

Time: 11:00am-12:00pm

Location: AC 303 and Zoom

Attendees AC303: Maria Coulson (joined late), Stacey Lince, Kathleen Smyth, Cari Torres, Ingrid Kelly

Attendees Zoom: Joshua Kas-Osoka (home), Jessica Park (home), Carl Freschl (office)

Absent: Andy Haber, Rachel Klein

Meeting Minutes

1. Call to order
 - a. Meeting was called to order at 11:07 AM
2. Approval of agenda
 - a. Agenda approved (Smyth/Kelly)
3. Approval of minutes from 04/08/2025 (Smyth/Kelly)
 - a. Minutes reviewed and approved
4. Discussion items
 - a. PRAC Presentation
 - Updated on DE program progress, including getting faculty to baseline competency
 - Highlighted COM's good position on DE and RSI compared to other struggling schools
 - Mentioned transition of DE coordinator role to Ingrid starting July 1st
 - b. AI Community of Practice
 - Submitted for \$25,000 in Strong Workforce Development Funds
 - Goals include:
 - Developing interdisciplinary conversations on institutional AI use
 - Creating frameworks and guidelines for AI across the college
 - Curating an AI repository for faculty and staff
 - Vetting AI tools for institutional use
 - Aims to involve classified staff, faculty, and various departments
 - Plans to meet first Fridays monthly starting September, with up to 20 participants
 - c. DEC Schedule for 2025/2026
 - Current meeting conflicts noted (e.g., Jessica's availability limited to Mondays/Wednesdays)
 - Need to recruit new members due to sabbaticals and openings
 - Plan to gather availability and set schedule by May 20th meeting
 - d. Canvas course publish and conclude dates
 - Summer courses to be published June 6th
 - Fall courses to be published August 15th

- All previous terms (including summer) to be concluded on August 15th
- Special arrangements for early-start classes as needed
- e. Canvas Discussion updates and implementation
 - AI summaries for discussions:
 - Committee agreed to test feature before deciding on implementation
 - Potential benefits for students with reading challenges noted
 - Concerns about impact on thorough reading of peer posts discussed
 - Multiple due dates:
 - Feature to be enabled after spring finals
 - Joshua shared positive experience with the feature, noting improved grading workflow
- f. Action Items
 - Kathleen to email POCR reviewers about DEC membership interest
 - Maria to handle official appointments through Academic Senate
 - Test AI summary feature in Canvas test environment
 - Enable multiple due dates feature in Canvas after spring finals
 - Plan professional learning on new Canvas features for Flex Week
 - Determine DEC membership and meeting schedule for next academic year
- 5. Adjourned at 11:56 AM
- 6. Next Meeting: Tuesday, May 27th, 2025