



# 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 27<sup>th</sup>, 2025