



Distance Education Committee (DEC)

Date: Tuesday, May 27, 2025

Time: 11:00am-12:00pm

Location: AC 303 and Zoom

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

Attendees Zoom: Joshua Kas-Osoka (home), Jessica Park (SMN)

Absent: Erik Dunmire (Sabbatical), Carl Freshl

Meeting Minutes

1. Call to order
 - a. Meeting was called to order at 11:07 AM
2. Approval of agenda
 - a. Agenda approved – Amended to include AI Community of Practice and RSI standards
3. Approval of minutes from 05/05/2025
 - a. Minutes reviewed and approved (Smyth/Coulson)
4. Discussion items
 - a. Respondus/Proctorio
 - Plan to run Respondus and Proctorio side-by-side for one year to allow faculty transition
 - Technical issues preventing Respondus installation on school computers; IT working to resolve
 - Goal to have Respondus available in a computer lab by fall semester
 - Discussion on need for lockdown browser option in classrooms
 - Concerns about equity and accessibility when requiring personal devices for in-class online testing
 - Discussion about Computer Lab and Testing Center Issues

- Insufficient computer lab space for large classes (e.g., 35-40 student math classes)
 - Repurposing spaces like Fusselman 120 or AC-255 for larger computer labs
 - Need for centralized, staffed computer lab for student and staff tech support
 - Concerns about testing center policies and capacity, especially for makeup exams
 - Suggestion to revisit policy on makeup exams with faculty, chairs, and deans
- Discussion about online testing for in-person courses
 - Issues with in-person instructors giving asynchronous online assessments
 - Discussion on whether this falls under academic freedom or violates course modality policies
 - Need for clarification from Academic Senate on policy language
 - Suggestion for accessibility checks and training for online testing in in-person classes
- b. Summer course publishing
 - Changed publication date to June 4th (end of day) due to Burton's absence
- c. DEC Schedule and participation for 2025/2026
 - Set DE Committee meetings for 2nd Tuesdays monthly: 9/9, 10/14, 11/4, 12/9
 - Jessica Park to attend as permanent invited guest to avoid Brown Act address disclosure requirement
 - Discussion on potentially moving DE Committee to Participatory Governance structure in future
 - Schedule DE Faculty Flex meeting
- d. AI Community of Practice
 - Stacey received Strong Workforce Funds grant for AI community of practice
 - Planning informational session and messaging for college-wide participation
 - Working on how to involve classified staff and select student representatives (e.g., ASCOM)
- e. Regular Substantive Interaction (RSI)
 - Need to improve information and explanation of RSI standards

- Suggestion to update DE guidelines and website with clearer RSI information
- Potential workshop and self-assessment on RSI for faculty

5. Action Items

- a. Resolve technical issues with Respondus installation
- b. Meet with IT to discuss computer lab spaces in new building
- c. Seek clarification from Academic Senate on online testing policy for in-person classes
- d. Update RSI information on website

6. Adjourned at 12:00 PM

7. Next Meeting: Tuesday, September 9th, 2025