College of Marin

Distance Education Committee (DEC)

Date: Tuesday, November 14, 2025
Time: 11:00am-12:00pm
Location: AC 303
Emergency Zoom Meeting ID: 857 2637 4070

Attendees: Carl Freschl, Andy Haber, Joshua Kas-Osoka, Ingrid Kelly, Stacey Lince, Ephantus Mogere, Jessica Park, Kathleen Smyth, Cari Torres
Absent: Victor Contini, Joshua Kas-Osoka

Meeting Minutes

1. Call to order 11:02 AM
2. Agenda Approved (Kathleen/Jessica)
3. Minutes from 09/09/2025: Approved with corrections (Carl/Jessica)
4. Public requests: None
5. Discussion items
    a. Review of Draft: Recommendation to Academic Senate for Budget & Institutional Process: Instructional Tools (LTI Vetting), Licenses for Tools, Compliance training & support, new instructional
        - Meeting focused on discussing the current state and potential restructuring of technology and instructional committees on campus.
        - Suggested reviewing the charges of the following committees to determine if overlap exists and proposed creating a work group to conduct a campus technology review, including assessing how technology is used by users and addressing accessibility concerns.
            - Instructional Equipment Committee (IEC)
            - Technology Planning Committee (TPC)
            - Distance Education Committee (DEC)

- Andy emphasized the need for a dedicated person to oversee classroom technology upgrades and be involved in future building renovations to avoid recurring issues. The discussion highlighted the importance of integrating accessibility considerations into technology planning and involving relevant stakeholders in decision-making processes.
- Suggested a comprehensive audit of current technology processes including:
  - Policies for vetting equipment and applications
  - Identifying who is in charge of making technology decisions for new and existing buildings
  - How dual-delivery modality is being addressed in the new building and
- Action items:
  - Tours of the new building and demos of equipment
  - Develop list of acceptable/vetted tools and applications for faculty use

b. Campus Instructional Technology
- Discussed accessibility issues in campus buildings, particularly focusing on technology and emergency alert systems.
- Agreed a comprehensive technology audit was needed, covering both existing buildings and new facilities like smart classrooms.
- Concerns shared about the installation of dual delivery equipment without proper consultation from accessibility experts and instructors.
- Identified the need to schedule demonstrations on how to use new classroom technology during Flex time.

c. Playposit-WeVideo migration
- Discussed the upcoming migration from PlayPosit to WeVideo, which will occur during finals week in December, and the need to upgrade the LTI in Canvas.

d. POCR
- /Reviewed updates to new POCR Rubric
  - Will include new areas such as AI, RSI, privacy, and security, with a focus on accessibility.

- Discussed the challenges of ensuring accessible content and the need for a repository of captioned videos and accessible textbooks.
- Agreed to communicate these requirements to faculty and chairs, emphasizing the importance of adopting accessible materials for upcoming courses.

- Rubric Structure
  a. Section 0 Readiness (accessibility)
  b. Section 1 Course structure
     i. Privacy security
     ii. AI policy required
  c. Section 2 RSI
  d. Section 4 Assessments
- Rolling out at OTC next summer with plans for use in Fall 2026

6. Adjourn 12:01
Next Meeting: 12/09/2025