



COLLEGE OF MARIN

Distance Education Committee (DEC)

Date: Tuesday, February 10, 2026

Time: 11:00am-12:00pm

Location: AC 229

Emergency Zoom Meeting ID: 857 2637 4070

Attendees: Ingrid Kelly, Stacey Lince, Ephantus Mogere, Jessica Park, Kathleen Smyth, Cari Torres

Absent: Victor Contini, Andy Haber, Carl Freschl, Joshua Kas-Osoka,

Meeting Minutes

1. Call to order 11:02 AM
2. Quorum not met; no formal actions taken.
 - a. Approval of last meeting's agenda and minutes deferred.
3. Public requests: None
4. Discussion items
 - a. **Academic Senate Presentation**
 - Ingrid presented recommendations; strong discussion and support.
 - Senate exploring next steps (possibly PRAC); follow-up expected.
 - Key needs discussed:
 - ADA training campus-wide
 - Instructional Technology Committee
 - Addressing technology gaps
 - b. **POCR & Training Update**
 - Training launched with 17 faculty
 - ADA components updated by Stacey Lince.
 - Target readiness: Spring 2027, with possible earlier needs.

- Retirement incentive causing staffing/scheduling pressure.
- Priority criteria for DE course coverage: degree-required courses, enrollment need, Dean/Chair prioritization.

c. Budget Planning for DE

- Faculty tools/subscriptions lack consistent budgeting.
- Need clearer messaging: tool vetting, funding sources, deadlines.
- Vetting timelines: 3–6 weeks; deadlines typically Nov 1 / Jun 1.
- Some tools funded by IT campus-wide; others by DE; others by departments.
- Action: create centralized messaging, tool inventory, and guidance.

d. AI in Teaching & Learning

- High concern about rampant AI use by students and unreliable detectors.
- AI policy draft with Dr. Emerson; will include syllabus templates and conduct guidance
- Faculty approaches:
 - Process-based assignments, transparency tools (e.g., Clarity), scaffolded assessments.
 - Math: require work shown; explore reflection/process write-ups.

5. Action Items

- a. Update committee on Academic Senate steps.
- b. Maintain POCR planning with Deans/Chairs.
- c. Draft messaging for tool vetting/budgeting.
- d. Clarify funding responsibility (DE/Dept/IT).
- e. Create tool inventory with renewal dates.
- f. Re-communicate LTI vetting timelines.
- g. Release AI policy/templates once approved.
- h. Share discipline-specific AI strategies.

6. Adjourned 11:47 am

Next meeting: 3/10/2026