



COLLEGE OF MARIN

Distance Education Committee (DEC)

Meeting Minutes

Date: Tuesday, May 12, 2026

Time: 1:00-2:00 PM

Location: CSS 102

Faculty Members Present: Victor Conti, Carl Freschl, Ingrid Kelly, Kathleen Smyth,

Staff/Managers Present: Ephantus Mogere, Cari Torres, Stacey Winkler (Formerly Lince)

Guest: Jessica Park

Absent: Andy Haber (Staff), Joshua Kas-Osoka (Faculty)

Agenda Items and Discussion

1. Call to Order
 - Meeting was called to order at 1:05 PM. A quorum was confirmed. One guest was present.
2. Public Comment
 - No public comments were made.
3. Approval of Previous April 14, 2026 Minutes
 - The minutes from the April 14, 2026 meeting were reviewed.
 - A minor clarification regarding room labeling of AC303 was noted and corrected.
 - The minutes were approved as amended.
4. Reports
 - State and DECO Updates (Title 5 Changes)
 - Updates were provided on changes effective July 1, 2026, including recognition of distance education as a standard delivery method, elimination of the annual DE outcomes report requirement, and allowance for non-instructional in-person activities without changing course modality.
 - Institutional updates to policies, processes, and definitions will be required.
 - Future Institutional/Educational Technology Committee (Proposed)
 - Discussion continued regarding restructuring technology governance, including the possibility of creating or redesigning an Institutional Technology Committee.
 - Before engagement and further planning with Stephanie Canon IT Director, GRC, and PRAC are needed before advancing a formal proposal.
 - AI Policy Update
 - Development of an institutional AI policy is underway.

- Assuming Dr. Emerson and Mici are working on this
- The policy will provide guidance on appropriate AI use and FERPA compliance and will serve as a centralized reference rather than being embedded across multiple policies.

5. Discussion Items

- Turnitin Clarity – Adoption and Pricing
 - Discussed adoption of Turnitin Clarity, noting its ability to support AI literacy and enhance the writing process.
 - Annual tool cost is \$13,542
 - A motion to recommend full adoption was made, seconded, and passed unanimously.
 - Action: The recommendation will be forwarded to Academic Senate.
- Respondus vs. Proctorio (Proctoring Tools)
 - Discussed the continued use of Respondus and Proctorio as the Respondus pilot has come to an end.
 - There is not a need for both applications.
 - Weighed the pros and cons including concerns related to accessibility, privacy, and faculty adoption.
 - It was noted that Proctorio can only be installed in the browser which cannot be done by students in the lab. Respondus is already installed on the desktop. It is also working well in the SAS testing center
 - Surveying faculty about their use of each tool may be necessary.
 - Action: Send more information to Academic Senate for decision.
- Online Synchronous Modality Policy
 - Discussed the need for a policy supporting online synchronous programs has resurfaced because of Court Reporting program's online synchronous courses.
 - Providing a pathway for other programs such as multimedia to do the same
 - This would be at the program level – not the course level.
 - The department(s) would need to meet specific criteria.
 - Conclusion: Agreement was reached to move forward with drafting a policy to support program-level requests while ensuring compliance with institutional and accreditation requirements.

6. Fall meetings

- Fall meetings will be held on the second Tuesday of each month at 1:00 PM.
- Room location either AC 303 or CSS 102 to be determined.

7. Adjournment

- Meeting adjourned at 2:01 PM.