COLLEGE OF MARIN

DISTANCE EDUCATION COMMITTEE (DEC) MEETING MINUTES

Meeting Information

Date: September 8, 2026
Time: 1:00 p.m. - 2:00 p.m.
Location: KTD CSS 102
Emergency Zoom: https://marin-edu.zoom.us/j/82820067173

Members

Faculty present: Victor Conti, Carl Freschl, Ingrid Kelly
Staff/Managers present: Stephanie Cannon, Ephantus Mogere, Cari Torres, Stacey Winkler
Guests: Jessica Park, Joshua Kas-Osoka – members attended via Zoom, opted to remain guests and not disclose location.

Meeting Topics

1. Call to Order and Roll Call
    a. Chair Ingrid Kelly called the meeting to order at 11:05 a.m. A quorum was established.
2. Approval of Agenda and Previous Minutes
    a. The agenda and prior meeting minutes were approved.
        i. Motion: Carl. Second Cari. Motion carried.
3. Public Comment
    a. No public comments were received.
4. Discussion of 2027 CVC Rubric Transition Plan and POCR Updates
    a. The committee discussed updates to the 2027 CVC Rubric and campus transition plan, including: rubric revisions, streamlining the POCR review process, retaining the Keep the Badge language, encouraging faculty participation, and examining abbreviated reviews for previously reviewed courses.
    b. The call for a POCR Lead remains on hold with UDWC.
5. AP 4105 Policy Revision and Title 5 Definitions
    a. Ingrid presented an edited version of AP 4105.
    b. Discussion included posting the draft online, reviewing updated definitions, preparing a future recommendation to Academic

Senate, and incorporating forthcoming Chancellor's Office guidance.

c. Action Items:
    - Ingrid will distribute the revised AP 4105 draft.
    - Stacey will post the revised draft to the website.
    - Members will review definitions prior to the next meeting.

6. Future Agenda Items and Committee Updates
    a. The committee discussed development of a new Distance Education Plan with inclusion of POCR review procedures
    b. Jon Horinek is invited to a future meeting to discuss POCR reporting and CVC Exchange listings.
7. Accessible Textbook Process
    a. Ephantus raised concerns about obtaining textbook information early enough to support accessible format conversion.
    b. The committee discussed establishing a centralized textbook list when schedules are published and will revisit the topic at a future meeting.
8. Additional Action Items:
    a. Committee members will review distance education definitions.
    b. Ingrid will send the revised AP 4105 document.
    c. Members will provide recommendations for improving the POCR review process.
9. Adjournment
    a. The meeting adjourned at 11:45 a.m.

Next Meeting: November 10, 2026. October 13 meeting canceled due to absences and lack of quorum.