



COLLEGE OF MARIN

Distance Education Committee (DEC)

Date: Tuesday, Sept 9, 2025

Time: 11:00am-12:00pm

Location: AC 303

Emergency Zoom Meeting ID: 857 2637 4070

Attendees: Maria Coulson, Carl Freschl, Ingrid Kelly, Stacey Lince, Ephantus Mogere, Kathleen Smyth,

Absent: Andy Haber, Joshua Kas-Osoka, Cari Torres

Guest: Jessica Park

Meeting Minutes

1. Call to order – 11:28 (quorum reached)
2. Approval of agenda Carl/Kathleen
3. Approval of minutes from 09/09/2025 Maria/Kathleen
4. Public requests - None
5. Discussion items
 - a. DEC Schedule and Charge
 - Reviewed participation requirements and the DEC Charge
 - Updated the charge to include Advocate for equity-minded and accessibility in scheduling of course modalities
 - b. DEC/DE Team Role in Scheduling Courses
 - Discussed concerns about the scheduling of DE courses, particularly in departments that are resistant to offering them
 - Suggested creating a position paper with recommendations, inviting department chairs and deans to a joint meeting with the Senate to discuss scheduling priorities, particularly for degree requirements.
 - Discussed accreditation requirements for substantive change for programs with over 50% of courses online.

- Voted and approved the addition of “advocate for equity-minded and accessibility in scheduling of course modalities” to the DEC charge

c. Canvas updates

- New YouTube content migration tool that allows easier identification and conversion of videos into Studio, though captions cannot be edited after migration
 - Process still requires captioning through DEC Grant or other methods.
 - Discussion also covered the loss of ad-blocking functionality in Canvas and the need for a clear captioning budget across Canvas courses, with a suggestion to allocate different vendors (Verbit and 3Play) for in-person versus online courses.
- Discussed challenges with online testing and proctoring, highlighting issues of academic freedom, access to devices, and transparency in course requirements.
 - Emphasized the need for clear syllabus guidelines regarding device requirements and the availability of alternatives for students without devices, such as borrowing laptops from the library or scheduling tests in computer labs.
 - Recommendations and guidelines regarding auto-grade tests, potentially reducing instructor feedback might be necessary.
 - For in-person courses, taking final exams online may impact contact hours
- Discussed meeting with IT this fall to incorporate new college branding in Canvas

d. Accessibility

- Title II accessibility requirements for online and in-person are effective April 2026
 - Work on incorporating accessibility statements into course syllabi.

e. DECO Update

- No updates

f. POCR Update

- Proposed adding a new layer to the POCR form requiring both chair and dean approval before proceeding with POCR.

- Agreed to recommend to the Academic Senate that departments begin having scheduling discussions in their regular meetings
- Suggested involving the GRIT Committee in program reviews to address equity in course modalities.
- Reviewed and discussed potential updates to the DEC charge, including advocating for equity-minded and accessible scheduling of course modalities.

g. Meeting Change and Quorum

- Confirmed Rachel and Eric are on sabbatical and should not be counted as committee members, bringing the current active membership to 7.
- Agreed to maintain the current meeting schedule of once per month, with the next meeting on October 7th
- Concerns about attendance and timing due to various conflicts.
- Discussed the need to maintain a quorum of 4 members in the room for in-person meetings.

6. Action items for Academic Senate

- a. Review amended DEC Charge

7. Adjourned 12:00 PM

Next meeting: 10/7