CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, October 1, 2025, 2025 12:00 p.m. to 1:00 p.m.,
CSM DEAC: [2025-2026 Zoom Meeting Link](#)
[Meeting Slides for October 1, 2025](#)

Members Present:

Diana Bennett (CASS), Tarana Chapple (ASLT Dean), Lydia Chen (COUN), Alexis Delevett (COUN/DRC), Lena Feinman (Math/Science), Maylani Fiel-Mata (Student Representative), Atheena Haniff Martinez (COUN), Jennifer Howze-Owens (Tri-Chair), Daniel Keller, (AS President), Hellen Pacheco (Business/Technology), Erica Reynolds (Tri-Chair), Christopher Smith (ITS), Lia Thomas (ASLT), Jennifer VanSijll (LAD), Lilya Vorobey (Business/Technology), Doug Williams (KDA)

Guests Present:

Agenda Items Discussed:

1. Welcome and Introductions
   - Committee members introduced themselves with their name, division, and shared their favorite old or new school technology.
2. Review and Approve Agenda
   - Erica went over the proposed agenda
   - Doug motioned to approve, seconded by Hellen.
3. Review and Approve Meeting Summary from September 2025
   - Lia made Motion motioned to approve, Hellen seconded.
4. DEAC Committee Member Updates
   - DE Coordinator for Fall 2025 is Shelly Mullane
     - .2 FTE
     - Focus on DE Addendums and DECO Monthly meetings
   - Student representative has been identified and will join us at our November 2025 meeting.
     - Maylani Fiel
5. RSI Update and Share-out
   - Division Share-Out and Feedback - shared out at division meeting (CASS, M/S)
     - RSI link is not easy to find so it was shared
     - RSI training and checklist were 2 main items
   - Shared out via email (KAD, M/S)
     - Math/Science: Lena emailed all synchronous/asynchronous instructors with checklist and resources. Paul shared a tip that when a student emails me or uses Canvas Inbox to ask a question about an assignment or exam, I

tell them that I will reply in the comments section of that assignment. And then I log into Canvas and add my thoughts to the comments. I'm thinking that is an easy way to get feedback in a section that will be visible to the ACCJC.
- Counseling
  - Sent email to division assistant. Very helpful in helping to share.
- LAD
  - Presentation at division meeting.
- Bus/Tech
  - Joint presentation with July at division meeting.
- ASLT
  - Sent out to our division via email. Spoke to adjunct faculty teaching online.
- Tarana
  - Asked committee representatives if they can include your Deans in the messaging, so they are aware of the information being shared.

6. Professional Development
   - QOTL 1 : Fall 2025 - October 13 - November 23
   - QOTL 2 : Fall 2025 - October 20 - November 23
   - QOTL- E: On-Going
   - Regular and Substantive Interaction
   - October Flex
   - Zoom AI Companion
     - 10/10 at 9 am
     - 10/13 at 11 am
   - DE Team Newsletter
   - @One Fall Webinars

7. Committee Updates
   - Division Updates
     - LAD
       -
     - ASLT
       -
     - Creative Arts and Social Sciences
     - Math and Science
     - Business and Technology
     - Counseling
     - Kinesiology and Dance
   - Academic Senate (CTL & Curr.)
     - Evaluation Guidance Committee: Evaluation of online faculty area being done differently at each college.
     - Evaluators have much more access and insight into How much of what you do with students in online courses vs. F2F
     - AI concerns
   - DTLC
     - Jennifer Howze-Owens is co-chair of DTLC along with Aaron McVean
       - Communities of Practice (3)

- - - Curriculum Integration
      - Tech Tools
      - Guidance & Ethics
    - DECO
      - Upcoming consortium & conference information (DET/CHE & OTC), Webinars & CVC Exchange Update
      - Automated Transcript Sending (through Parchment) for CVC Exchange Courses
      - Poll Everywhere Negotiated Pricing
      - Canvas Credentials Instructure Update/Information (Badges Conversation)
  - District DEAC
    - Next Meeting Monday, October 6, 2025 to discuss ACCJC permissions and process.
8. Instructional Technology Spotlight
   - [ITS Helpcenter](#)
     - You can access via One Login and search for ITS Helpcenter tile or email helpcenter@smccd.edu
9. Compose Must Know DEAC Message
   - [CSM DEAC: Must Know Items for October 2025](#)
10. Agenda Items for Future Meetings
    - Planning for 2025-26
    - Title II Requirements April 2026

Next Meeting:

- Date of the Next Meeting: Wednesday, November 5, 2025

Summary Prepared by

- Jennifer Howze-Owens and Erica Reynolds on September 3, 2025.