

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, November 5, 2025, 2025 12:00 p.m. to 1:00 p.m.,

CSM DEAC: [2025-2026 Zoom Meeting Link](#)
[Meeting Slides for November 5, 2025](#)

Members Present:

Diana Bennett (CASS), Tarana Chapple (ASLT Dean), Lydia Chen (COUN), Alexis Delevett (COUN/DRC), Lena Feinman (Math/Science), Sebrianne Ferguson (ITS), Maylani Fiel-Mata (Student Representative), Atheena Haniff Martinez (COUN), Paul Hankamp (Math/Science), Jennifer Howze-Owens (Tri-Chair), Hellen Pacheco (Business/Technology), Danni Redding Lapuz (VPI), Erica Reynolds (Tri-Chair), Lia Thomas (ASLT), Jennifer VanSijll (LAD), Lilya Vorobey (Business/Technology), Doug Williams (KDA)

Guests Present:

Ingrid Schulz (LAD)

Agenda Items Discussed:

1. Review and Approve Agenda
 - Erica went over the proposed agenda
 - Jennifer motioned to approve, seconded by Hellen.
2. Review and Approve Meeting Summary from October 2025
 - Jennifer made Motion motioned to approve, Doug seconded.
3. DEAC Committee Member Updates
 - Jennifer (LAD rep) asked if it would be good to work with Julieth Diaz-Benitez to showcase successful group projects in her course, potentially by creating a prominent placement or announcement with links for students and accreditors to view.
 - Hellen agreed that it would be a good idea to have the unpublished module
 - Paul shared that he has received questions about what the ACCJC will be looking at when they view courses. District DEAC is working on a document to be shared soon. Currently, we are asking the accreditation liaisons at our campuses to verify and confirm the correct Canvas permissions/roles for ACCJC reviewers to ensure sufficient access. We will share the Canvas permission role when ready.
 - Hellen asked if they can see Pronto interactions. Erica follow-up with Sebrianne to verify if Pronto feature is in place for this semester. Pronto was releasing a feature where the application will generate a transcript on any interactions initiated by the instructor and place the transcript in the Files area of Canvas.
 - Ingrid: Will RSI see the 'message students' option in Canvas? It is unclear if the ACCJC visitors will have access to the Canvas inbox. The recommendation is to

include language about how you will use the Canvas inbox (Message students) option in your syllabus and communication plan to reach out to students. Additionally, you could include screenshots of these communications in an unpublished module for the ACCJC reviewers.

- Tarana shared that the DE Team came to IAC and shared details about DE trainings with deans, Danni invited the team to come back for a follow up
- Erica asked about whether faculty would be interested/open to adding an unpublished module in canvas
 - Doug timing will be important as folks wrap up the semester, timing will be key to get folks to participate
 - Paul it is important to stress that the unpublished module is a priority and will be beneficial in helping the college maintain its accreditation to continue to offer and teach Distance Education courses.
 - Jennifer VanSijll suggested that a template could be helpful. Hellen agreed

4. RSI and CVC-OEI Rubric Updates

- Presentation at Deans Meeting with RSI flyer
 - RSI link is not easy to find so it was shared
 - RSI training and checklist were 2 main items
- CVC-OEI Rubric Updates
 - Added criteria for
 - AI
 - Regular and Substantive Interaction
 - Privacy and Security
 - Equity-focused practices.
 - They moved accessibility to a section 0 at the beginning all about course readiness for review.

5. Professional Development

- [@One Fall Webinars](#)
- Spring 2026:
 - [QOTL 1](#): February 9, 2026 - March 23, 2026
 - [QOTL 2](#): February, 16, 2026 - March 23, 2026
- Summer 2026
 - [QOTL 1](#): June 1, 2025 - July 13, 2026
 - [QOTL 2](#): May 26, 2025 - June 30, 2026
- [QOTL- E](#): On-Going
- [Regular and Substantive Interaction](#)
- Syllabus and RSI Labs
 - December 8: 10 am to Noon
 - December 9: Noon to 2 pm
- AI CoPs & Workshops
 - Reach out to [Jennifer Howze-Owens](#) if you are interested in joining the AI CoPs
 - November 7 - Getting Started on AI Tech Tools
 - November 13 - AI in Canvas

- November 14 - AI Policies in Your Syllabus
- 6. 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
 - DECO
 - Announcements: National DL Week, DET/CHE Consortium & OTC Info
 - CCC Commons Consortium Plug & Play (adaptable templates for AB1111 CCN Phase I)
 - COMM C1000: Introduction to Public Speaking
 - ENGL C1000: Academic Reading and Writing
 - ENGL C1001: Critical Thinking and Writing
 - STAT C1000: Introduction to Statistics
 - Competency-Based Education (CBE)
 - [DE Coordinator Meeting Notes October 25](#)
 - District DEAC
 - Goal 1 - Develop Distance Education Policies Procedures
 - Guidelines and Best Practices around student and instructor privacy for district supported tools within and inclusive of the learning management system.
 - Recommend policy/procedure around instructor preparation and training for online instruction (training pathways and recency).
 - Update Administrative Procedure AP 6.12.1 in collaboration with DCPG
 - Goal 2 - Identify Communication Channels
 - Objective 1: Develop Communication Chart to map flow of information
 - Objective 2: Identify resources and schedule for updating the Faculty Gateway.

- Objective 3: Identify communication process/plan/tree for planned and unplanned outages that affect instructional technology (Zoom, Panopto, Canvas, Google workspace, Pronto, Labster)
- Goal 3 - Faculty receive effective district-wide support for distance education training and learning.
 - Objective 1: Define curriculum and identify timeline for district-wide professional development around online teaching and learning.
 - Objective 2: Recommend compensation or financial awards for required training to be in compliance with local and district Distance Education policies.
 - Objective 3: Identify tools and process to provide transparency around learning pathways and certifications for distance education.
- Goal 4 - Communicate to Distance Education faculty about instructional, student services, instructional tools to support student success.
 - Objective 1: Identify most current website for student support services at each campus (ie. virtual campus??)
- Goal 5 - Identify and recommend resources and best practices around accessibility to meet 508 compliance requirements.
 - Objective 1: Identify and update professional development opportunities to align with current Title II/508 requirements.
- Danni asked if there was a template with current student support services that can be shared with faculty when updates are needed. Danni will talk to Alex Guiriba about whether there is a regularly updated student services page. Work on a process to send out a Canvas announcement or coordinate with ITS to update the Virtual Campus icon/global navigation links with current student services information once received from Danni/Alex.

7. Instructional Technology Spotlight

- Canvas Student Interactions Report
- You can use the [Student Interactions Report](#) to systematically ensure alignment with the ACCJC Quality Continuum Rubric. and the commitments in your RSI Plan.
 - **Check for Predictable and Regular Engagement:** Quickly scan the "Last Student Interaction" column to confirm every student has received a personal communication within the regular timeframe you promised in your Communication or RSI plan.
 - **Ensure Timely and Substantive Feedback:** Monitor the "Ungraded Assignments" column. Keeping a low number of assignments for each student demonstrates that students are receiving timely, personalized feedback.

- **Proactive Support:** Sort the report by current score or last student interaction date to easily identify students who need support. The included message icon allows for quick, individualized outreach, fulfilling the RSI requirement for promptly and proactively engaging with students when needed.
- 8. Compose Must Know DEAC Message
 - [CSM DEAC: Must Know Items](#)
- 9. Agenda Items for Future Meetings
 - Planning for 2025-26
 - Title II Requirements April 2026

Next Meeting:

- Date of the Next Meeting: Wednesday, December 3, 2025

Summary Prepared by

- Jennifer Howze-Owens and Erica Reynolds on November 5, 2025.