

## **CSM Distance Education Advisory Committee Meeting Summary**

Wednesday, May 7, 2025 12:00 p.m. to 1:00 p.m.,

[CSM DEAC: 2024-2025 Zoom Meeting Link](#)

[Meeting Slides for May 7, 2025](#)

### **Members Present: 15**

Diana Bennett (Creative Arts & Social Science), Tarana Chapple (ASLT, Dean), Lydia Chen (Counseling), Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Atheena Haniff-Martinez (Counseling), Jennifer Howze-Owens (Tri-Chair), Donna McCabe (Tri-Chair), Hellen Pacheco (Business/Technology), Erica Reynolds (Tri-Chair), Lia Thomas (ASLT/Library), Finausina Tovo (ASLT), Jennifer Van Sijll (Language Arts), Jeramy Wallace (Curriculum Committee), Laura Woltag (Language Arts),

Not Present: Paul Hankamp (Math & Science), Susan Khan (ASLT/PD Coordinator), Mike Schmidt (Kinesiology), Doug Williams (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Lilya Vorobey (Business/Technology) , Alessandra Rengifo Herrada (Student Representative), Michelle Mullane (Creative Arts & Social Science)

### **Guests Present: None**

### **Agenda Items Discussed:**

1. Review and Approve Agenda
  - Erica went over the proposed agenda
  - Diana motioned to approve, seconded by Lia.
2. Review and Approve [Meeting Summary from March 2025](#)
  - Lia made Motion motioned to approve, Hellen seconded.
3. Look Back & Flex Day RSI Debrief
  - Status of where we are and the work we have done as a campus since January 2024 around the ACCJC SRI Rubric.
  - Flex day presentations in January and April.
  - RSI Drop-in hours
  - Work is being done across the district to support RSI
  - Fall 2025 courses are the ones that will be reviewed by ACCJC
  - Share outs
    - Laura with Lang Arts emailed division secretary to have them share out about Panopto videos from previous semesters, staying active over email to be sure that people stay informed. Email department lead to share at meetings. Wears her DEAC hat when presenting to others. Reminding

others about where to strategically place comments for students so that they will be visible. Faculty have been alert about the feedback.

- Course reviews will happen in the Spring 2026 for courses that ran in Fall 2025. Reviewers can only see what happens in Canvas. Not in email, not in 3rd party tools, not the Canvas Inbox. Speedgrader, discussions, announcements, modules, syllabus within Canvas (interaction plan that shows where and how you'll be communicating with them). Will not have access to Zoom access. Instructor initiated Pronto interactions will possibly be available.

■ 4. [Accreditation \(SRI Rubric\)](#) Resources and Updates

- ACCJC
  - [ACCJC Quality Continuum Rubric for Distance Education](#)
  - [Frequently Asked Questions for institutions and peer reviewers involved in distance education evaluations](#)
- ASCCC
  - [Supporting Regular and Substantive Interaction as an Academic and Professional Matter to Enhance Student Success and Meet Standards](#)
  - [Effective and Equitable Online Education: A Faculty Perspective \(Spring 2023\)](#)
- Chancellor's Office and Other CCCs
  - [@One Regular and Substantive Interaction Video Playlist](#)
  - [Sacramento City College: RSI Guidelines](#)
- SMCCCD Resources for RSI
  - Tools
    - CSM
      - [Google Doc | ACCJC Quality Continuum Rubric for Distance Education](#)
      - [CSM: RSI Self-Assessment Tracker](#)
      - [CSM DEAC | ACCJC Quality Continuum Rubric for Distance Education with Examples](#)
      - [Faculty Handbook for Distance Education](#)
    - Cañada
      - [RSI Self-Assessment for Online Faculty](#)
  - Flex Sessions and Drop-In Hours
    - January 2025 Flex
      - [Achieving Excellence in Distance Education](#)
    - April 2025 Flex
      - [Ensuring Regular and Substantive Interaction in Online Courses: A Self-Assessment Workshop](#)
      -
    - CSM RSI Drop-In Hours

- [May 7th \(11am-12pm\).](#)
- [May 13th \(12pm-1pm\).](#)
- [May 20th \(1pm-2pm\).](#)

■ Courses and Other Support

- 5-Hour, Self-Paced Course
  - [College of San Mateo | Regular and Substantive Interaction Policy Training](#)
- Syllabus Labs
  - [Monday, May 19th \(12pm-2pm\).](#)
  - [Wednesday, May 21st \(10am-12pm\).](#)

5. DEAC Division Reps for 2025-2026

- Diana B will continue
- Malathi (Curriculum Committee)
- Hellen will continue
- Lena will continue
- Atheena will continue
- Jennifer V will continue

6. Professional Development

- QOTL Level 1 & 2 (Summer 2025)
- QOTL 1 : Summer 2025 - June 2 - July 14
- QOTL 2 : Summer 2025 - June 2 - July 7
- Regular and Substantive Interaction
- Jennifer gave an update about QOTL3 - to be piloted in Summer 2026

7. Committee Updates

- Division Updates
  - Language Arts
  - Creative Arts and Social Sciences
  - Math and Science
  - Business and Technology
  - Counseling
  - Kinesiology and Dance
- IPC
  -
- Academic Senate (CTL & Curr.)
  - Jeramy indicated that Malathi has a goal to update the DE Addendum in Curricunet next year
  - [Update as of 9/2/25] - Per the new Curriculum Committee Chair, updating the DE Addendum is not part of the goal identified for the Curriculum Committee. The most updated goals and projects can be found on the [Curriculum Committee website](#) and are listed below:

- Ensure that all faculty know how to use Curricunet and understand the responsibility to make required modifications (2- or 6-year updates, AB1111 revisions, etc.) to their courses.
  - Implement Schedule of Phased Deadlines (adopted Spring 2025) for regularly-scheduled course updates and AB1111 modifications.
  - Continue work on Cal-GETC and Common Course Numbering.
  - Develop curricular policies vis a vis Dual Enrollment.
  - Implement new Title 5 provisions regarding IDEAA in course outlines, pending the chaptering of those provisions.
- District DEAC
  - Administrative Policy 6.12.1 Update
    - Draft [Distance Education AP 6.12.1](#)
    - Eck and McVean will work to get AP on August District Participatory Governance Council (DPGC)
    - Officially endorsed by the November DPGC meeting
  - DCITE
    - AI Integration for Canvas Pilot
      - Faculty Participants needed by end-of-day today (5/7/25) and emailed to **Aaron McVean**
        - i. Lena Feinman
        - ii. Hellen Pacheco
    - [Digital Center for Innovation, Transformation, and Equity \(DCITE\)](#)
    - [Founding Partner draft MOU with Foothill-De Anza Digital Center](#)
    - [AI Summit](#) | September 9–11, 2025
  - Foothill College - RSI Case Study
    - [Foothill College Accreditation](#)
      - 31 courses reviewed. Less than half met the criteria for RSI
    - [The Foothill Script](#)
      - Student Feedback and Course Design Issues
    - Institutional Response and Reforms
      - [Mandatory RSI Training](#)
      - [Course Evaluation and Peer Review](#)
      - [Development of RSI Guidelines](#)

## 8. State Updates

- Registration is open
  - 6/2, 7/14, 8/4 start dates for 4-week facilitated courses
  - New Self-paced Generative AI course
- Course Design Rubric
  - AI, RSI, Data Privacy, Equity
- Online Teaching Conference OTC
  - June 16-18, Long Beach

- POCR Badged Course
  - Congratulations Hellen
- DE Coordinator Updates
  - Donna reported that she will be completing her work at the end of SP25 semester. Role will be vacant and looking for faculty who are interested to begin F25.

## 9. Agenda Items for Future Meetings

- Planning for 2025-26
  - Curriculum Handbook on DE Addendum Updates
  - DE Plan 2024-2027
  - Training Recency policy
  - OER vs. Inclusive Access

### **Next Meeting:**

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

### **Summary Prepared by**

- Donna Eyestone and Erica Reynolds on May 7, 2025.