CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, September 3, 2025 12:00 p.m. to 1:00 p.m.,
CSM DEAC: [2025-2026 Zoom Meeting Link](#)
[Meeting Slides for September 3, 2025](#)

Members Present: 14

Diana Bennett (CASS), Tarana Chapple (ASLT Dean), Lydia Chen (COUN), Alexis Delevett (COUN/DRC), Lena Feinman (Math/Science), Atheena Haniff Martinez (COUN), Paul Hankamp (Math/Science), Jennifer Howze-Owens (Tri-Chair), Hellen Pacheco (Business/Techology), Erica Reynolds (Tri-Chair), Lia Thomas (ASLT), Jennifer VanSijll (LAD), Lilya Vorobey (Business/Technology), Doug Williams (KDA),

Guests Present: Marisol Quevedo (ASLT), Ingrid Schulz (LAD)

Agenda Items Discussed:
1. Review and Approve Agenda
   - Erica went over the proposed agenda
   - Diana motioned to approve, seconded by Lilya.
2. Review and Approve Meeting Summary from May 2025
   - Athena made Motion motioned to approve, Doug seconded.
3. Confirm Membership
   - ASLT
     - Lia Thomas
     - Finausina Tovo
   - Business and Tech
     - Lilya vorobey
     - Hellen Pacheco
   - CASS
     - Diana Benneett
     - Tatiana Irwin
   - Counseling
     - Alexis Delevett (DRC)
     - Atheena Haniff Martinez
     - Lydia Chen
   - LAD
     - Jennifer Van Sijll
     - Laura Woltag - Need to confirm
   - Kinesiology
     - Doug Williams

- - - TBD
    - ○ Math and Science
        - ■ Lena Feinman
        - ■ Paul Hankamp
    - ○ Student Representative
        - ■ TBD
    - ○ ITS
        - ■ TBD
4. Meeting Norms and Communication Flow -
    - ○ DEACmeetingnotes will be shared at the end of the day, as some divisions meet as early as Thursday (day after DEAC)
5. RSI Update and Share-Out
    - ○ Timeline
        - ■ Fall 2025
            - ● Implement RSI practices in alignment with [ACCJC Quality Continuum Rubric](#).
            - ● RSI Office Hours
            - ● October Flex Drop-In Hours
        - ■ Spring 2026 (March 17, 2026 - ACCJC Virtual Visit
    - ○ 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 RSI LibGuide](#)
                - ○ [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](#)
- August 2025 Flex
  - [Continuing our commitment to Regular and Substantive Interaction at CSM](#)
  - Courses and Other Support
    - 5-Hour, Self-Paced Course
      - [College of San Mateo | Regular and Substantive Interaction Policy Training](#)
    - CSM RSI Drop-In Hours
      - Wednesdays from 12:30-1:30 pm
      - [September 10th](#)
      - [September 24th](#)
    - Tuesdays from 1:30-2:30 pm
      - [September 16th](#)
      - [September 30th](#)

6. Instructional Technology Spotlight
   - Discussion Checkpoints, a new Canvas tool, was demonstrated by Erica.
     - [Canvas Video: Discussion Checkpoints](#)
     - [Canvas Discussion Checkpoints FAQ](#)

7. 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](#)
   - Jennifer gave an update about QOTL3 - to be piloted in Summer 2026

8. Committee Updates
   - Division Updates
     - LAD
     - ASLT
       - W/o Director of Learning Commons
       - [New Library Website](#)
     - Creative Arts and Social Sciences
     - Math and Science
     - Business and Technology
     - Counseling
     - Kinesiology and Dance
   - Academic Senate (CTL & Curr.)
   - District DEAC
     - Discussion of Fall 2025 QOTL cohorts
     - QOTL 3 Discussion and Updates
     - RSI Campus Updates and Resource sharing

9. Agenda Items for Future Meetings
   - Planning for 2025-26
     - DE Plan 2024-2027

Next Meeting:

- Date of the Next Meeting: Wednesday, October 1, 2025

Summary Prepared by

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

Must Know List

- Regular and Substantive Interaction RSI
  - If you are teaching a fully online course this semester, your Fall 2025 course will be included in the evaluation pool for ACCJC evaluators during the ACCJC accreditation process. Because this selection is completely random, all Fall '25 online asynchronous and synchronous course sections must demonstrate clear evidence of RSI within Canvas and align with the ACCJC Policy on Distance Education and on Correspondence Education. We invite you to engage with the resources and opportunities outlined below for further support as you implement these practices in your teaching this fall semester.
    - [Regular and Substantive Interaction Policy Training](#) (Required)
      - One-time, 5 hour, self-paced training that is specific to CSM. All faculty should complete this training as soon as possible.
    - [RSI LibGuide](#)
      - A comprehensive resource explicitly designed to assist faculty with strategies and best practices for maintaining regular and substantive interactions in online environments.
    - CSM RSI Drop-In Hours
      - Wednesdays from 12:30-1:30 pm
        - [September 10th](#)
        - [September 24th](#)
      - Tuesdays from 1:30-2:30 pm
        - [September 16th](#)
        - [September 30th](#)
- We have longed for the opportunity to add 2 due dates to Canvas Discussions. [Canvas Discussion Checkpoints](#) has launched. You can watch a [short video preview here](#).
- The College of San Mateo Library has a [new and improved website](#)!