# DE Committee Minutes

May 15, 2026| 9:30 a.m. | Room 2410 + Zoom

## Meeting Minutes

1. **Call to order**
   a. Meeting called to order at 9:31 am
2. **Review and approval of agenda**
   a. Mike F. motion to approve; Bobby seconds. Agenda approved.
3. **Review and approval of minutes**
   a. Angelo motion to approve March minutes; Bobby seconds; Minutes approved.
4. **Public comments:**
   a. No public comment.
5. **Action Items**
   a. **DE Committee Course Review Form Update: Round 2**
      i. Committee members worked through an additional round of revisions on the DE Committee Course Review Form to align with updates to the faculty contract. Efforts were made to make Regular and Substantive Interaction requirements clearer to both reviewers and instructors. Some contract language feels unclear, specifically around "academic expectations." The committee will continue revisions/new layout ideas in the next academic year before finalizing the new form.
6. **Old business**
   a. **Course Review + DE Trainings**
      i. Kat and Angelo shared a recap of training this year:
         1. **Online Course Development Program (OCDP):** 5 completed this year (315 total completions). The OCDP course redesign will continue this summer to align with updated standards. Committee members are encouraged to give feedback.
         2. **DE Committee Course Review:** 2 completed this year. The Committee will do a mock DE Course Review to help train new members once our new form is finalized.
         3. **Peer Online Course Review (POCR):** 2 instructors/courses finalized and badged as Quality Reviewed and Zero Textbook Cost on the CVC Exchange (Geo/Math); new CVC

LAS POSITAS COLLEGE

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

### LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### DE Committee Quorum: 5

**Members Present (voting):**
Kat King (TLC, Co-chair)
Angelo Bummer (Faculty A&H, Co-Chair)
Richard Dry (Faculty, A+H)
Mike Frith (Faculty, PATH)
Bobby August (Faculty, STEM)
Wanda Butterly (Classified, TLC)
Tania Torres (A&R Rep)

**Members present (non-voting):**
Mike McQuiston (Dean)
Jessica Hansen (A+H)

**Members Absent:**
Nan Ho (VP, Academic Services)
Michelle Simotas (BSSL Dean/VP Rep)
Stacie Granada (Faculty, Adjunct)
Tyler Prellwitz (ASLPC)

**Guests:**
None

Online Course Design Rubric to be released this summer, will likely need to revise our training and retrain reviewers next year before running this again. This may give us time to explore funding sources to support this work at the college.

4. **Winter Intersession Training (WIT):** 11 completed our newest training this year.

**b. Artificial Intelligence**

- **i.** Members discussed the Reclaiming Joy: Human-First Teaching in the AI Era conference that members attended in lieu of our April meeting. Sessions received positive feedback from our on campus watch party in the Computer Center, where 14 met to watch sessions and participate in ongoing discussions/snacks throughout the day.
- **ii.** Recordings are now available for faculty who missed the conference: **Recordings: Reclaiming Joy: Human-First Teaching in the AI Era**
- iii. Ongoing AI planning and training continues to happen through our Chancellor's Office, and to watch for upcoming news and opportunities.

**c. Accessibility**

- **i.** Members reviewed **CCCCO ESS 26-38: Revised ADA Title II Regulations Timeline** - Memo from the CCCCO that extends the deadline to April 2027 and clarifies our responsibilities and implementation expectations.While this provides some welcome time for colleges to work on implementation, the core legal obligation is unchanged: anything online must meet web accessibility standards (WCAG 2.1 Level AA). This includes all content in Canvas, whether courses are on campus or online.
- ii. Training is available on our **workshop calendar** and **LPC's Web Accessibility webpage**. Kat and Wanda will offer additional accessibility and ComplyBot sessions over summer after checking in with Academic Senate. Instructors often felt too busy during Fall/Spring terms to work on remediation and welcomed opportunities to get support over summer.
- iii. The District will participate in the Accessibility Capability Maturity Model cohort in the coming academic year to continue our progress on accessibility.

**d. Instructional Technology Updates**

- **i.** Kat and Christy (Chabot's Instructional Technology Coordinator) met to review usage data that informs our instructional technology purchases for the coming year, typically procured through the STAC.
- **ii.** Plan to continue to procure Hypothesis, Pronto, and Turnitin for instructors across the district and transition Hypothesis from department purchase to STAC purchase.
- **iii.** Based on a successful Spring pilot of Respondus, we'll be shifting our secure online proctoring tool; purchasing a district-wide Respondus license so this tool will be available to all on campus and online instructors next year; plan to purchase a limited number of Proctorio licenses so people have time to make transition.
- **iv.** Will stop purchasing Ally (tool that allows for accessible docs) based on very limited usage; thanks to Wanda's innovation, we now have ComplyBot for help with document remediation.
- **v.** District is procuring a new tool, K16 Solutions, to archive old Canvas courses. This can help strengthen the security and functionality of our system/ease instructor work on accessibility remediation; will send out updates once we have a clearer timeline

vi. Reminder: download old Zoom recordings you wish to keep ahead of next scheduled systemwide deletion in July. Kat will send a reminder email to the campus.

vii. See the "End-of-Term Canvas and Tech Checklist" Kat emailed on Monday, 5/11, for help finalizing the term.

viii. Form for Software Requests we previously discussed is still being finalized at district level; should be ready by Fall and can help us more strategically vet software to ensure alignment with higher ed web accessibility and data security/privacy standards.

**e. Student Online Learning Resources**

i. Kat shared a reminder that we've retired the Quest course used to onboard students to online learning through the pandemic. Over 18,000 students completed this course.

ii. Kat and Wanda are working on an adoptable "How to Navigate Canvas" page that faculty will be able to add to their Canvas courses (if they don't already have their own materials) to align with updated contract language.

**7. New business**

**a. Canvas Updates/Instructional Continuity Planning**

i. Communication related to Instructure's security incident continues to be coordinated through our CTO/Chancellor's Office; Instructure provides public-facing updates on its Security Incident Update & FAQ page

ii. Anticipating a need to refine our instructional continuity plans; in the past, these focused more on how to shift to emergency remote instruction when on campus instruction is limited due to pandemics, wildfires, etc. This incident exposed higher ed's need for clear and alternative communication plans when online instruction systems are impacted. Conversations to debrief and plan are taking place within our Chancellor's Council and leadership teams.

**b. DE Data + Goals Review**

i. Still waiting on DE data for Fall/Winter, so committee will review in September.

ii. Kat and Angelo submitted the DE Shared Governance Worksheet on behalf of the committee, outlining our achievements this year. Kudos to all for this work.

iii. Kat will be expanding on this in the DE Board Report, which she writes and reviews with the exec team over summer before submitting to the Board.

**8. Information Items**

a. Members were encouraged to attend and promote upcoming events on our Workshop Calendar.

**9. Adjournment**

a. Wanda moved to adjourn the meeting; Bobby seconded. Meeting adjourned at 11:25 am

**10. Next meetings**:

**a.** Next regular meeting will be September 18, 9:30 – 11:30 am, Room 2410 and Zoom. New calendar invites will be sent for the next academic year.