

# DE Committee Minutes

February 28, 2025 | 9:30 a.m. | Room 2410 + Zoom

## Meeting Minutes



### 1. Call to Order

- a. The meeting began at 9:32 am

### 2. Review and approval of agenda

- a. Bobby moved to approve the agenda; Barbara seconded. Agenda approved.

### 3. Approval of January minutes

- a. Barbara moved to approve the minutes; Bobby seconded. Minutes approved.

### 4. Public comments (3 minutes):

- a. None

### 5. Reports

- a. **Technology Coordinating Committee:** Kat shared that District IT has more projects on their list than they can reasonably complete right now, and have made efforts to prioritize the most high-priority projects, like work that needs to be done in the shift to the compressed calendar, work transitioning to My Portal for Single Sign On, and work to get our CVC teaching college status. (Note: Canvas will remain outside of SSO so that students and instructors will still be able to participate in their courses in the event there are any MyPortal issues.)
- b. **Regular Substantive Interaction:** Based on a question from Thao, the committee discussed what to do when a student is in an online course where the instructor is not responsive. The student should let the dean know, so the dean can follow up. The committee recommends that Kat send out an email reminder about requirements for “regular and substantive interaction” in DE courses and ask deans to amplify the message.
- c. **Compressed Calendar:** Admin is gathering feedback from stakeholders about an implementation plan to carefully map out new processes related to the compressed calendar, including for the new winter intersession, which is planned to be fully online. The committee discussed the importance of having qualified online instructors scheduled for intersession, as there is little time to remediate issues with technology or RSI in such a short term.

## 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: 6

### Members Present (voting):

**Kathleen King (TLC, co-chair)**  
**Barbara Zingg (faculty-at-large, co-chair)**  
**Bobby August (STEM)**  
**Lyndale Garner (BSSL)**  
**Richard Dry (A&H)**  
**Thanh Thao Nguyen (adjunct faculty)**

### Members present (non-voting):

**Stuart McElderry (Dean)**

### Members Absent:

**Angelo Bummer (A&H)**  
**Barbara Chavez/Jeff Lawes (A&R)**  
**Nan Ho (VP, Academic Services)**  
**Vacant (PATH)**  
**Vacant (Library)**  
**Vacant (Counseling)**  
**Vacant (ASLPC)**

### Guests:

**None**

## 6. Old business

### a. Course Review + DE Trainings

- i. The Committee reviewed LPC trainings/requirements and progress:
  1. Online Course Development Program (OCDP)
    - a. 6 instructors progressing through our 24-25 cohort
  2. Course Review
    - a. No requests yet for this option yet this spring
  3. Equivalent OCDP training
    - a. Kat is working to track down past forms submitted by instructors who applied for OCDP equivalency so that this information can be added to the new Master List of instructors who have taken our OCPD, HyFlex, and POCR trainings. This is a paper form from a past faculty contract submitted to deans/VPs. The committee discussed the benefits of modernizing the form to a digital form in the next round of negotiations, since it is more difficult to track paper forms when there are personnel changes. Committee members would be willing to review submissions, which could be helpful since deans do not always have expertise in which trainings are comparable. This would also make it easier to track which instructors are qualified to teach online, because Kat could add to the Master List as forms are reviewed. Kat will reach out to bargaining reps, since this was a negotiated form.
  4. HyFlex
    - a. 10 instructors in progress
  5. POCR
    - a. The committee discussed the challenges of revitalizing the POCR program without funding for both the reviewer and the instructor going through alignment. (Right now, only funding for a reviewer is available.) Alignment to the CVC Course Design Rubric is transformative but time-consuming, and most colleges find the most success when there is funding to help compensate participants for some of their time. The committee considered other ways to incentivize participation, but would think advocating for funding is the most likely way to increase participation and online success rates. Barbara is willing to move forward with alignment in the meantime, so we don't lose all progress. Kat will reach out to bargaining reps to see about advocating for funding in negotiations.

### b. New features and tools in Canvas

- i. Kat shared that Canvas has been making minor upgrades to accessibility functionality and continues to schedule updates for New Quizzes and Discussion Checkpoints. Most of the other releases reviewed in the fall are still pending.
- ii. Kat shared that there she is monitoring a discussion board where DE Coordinators can share more about experiences with Discussion Checkpoints after its rocky release, which left many early adopters unhappy. The committee discussed when we should turn the feature on for our district. Doing so mid-term might cause confusion for students if some instructors are using the

feature and others not. The committee recommends doing trainings towards the end of the semester to prepare for a summer/fall roll out, making sure the tool is turned on at minimum one week before the summer term to allow time for instructors to make edits to their course. In a nice way, this feature is simpler than the rollout of New Quizzes, which was a whole different tool than Classic Quizzes. There will be a checkbox for instructors who want to tag multiple due dates on their existing discussion boards. Since many instructors have created additional pages with reminders about posts, they may need to do some clean-up once the new feature is available.

**c. Pope Tech accessibility update and report**

1. Kat shared data from the report Wanda pulled 2/27:

a. Color contrast errors:

- i. October – 7,944
- ii. November – 8,133
- iii. January – 6,434
- iv. February – 6,500

b. Empty links:

- i. October – 14,563
- ii. November – 14,573
- iii. January – 10,290
- iv. February – 2,579

c. Total errors:

- i. October – 26,933
- ii. November – 27, 354
- iii. January – 19,615
- iv. February – 12,149

d. Numbers look like on promising trajectory and the Committee discussed efforts that may have led to these improvements:

- i. Wanda pushing in support for Blueprint Math courses, which serve a high number of students
- ii. Based on DEC recommendations last meeting, Kat reached out to deans about getting time in division meetings for a quick accessibility training – did workshop at 2/19 BSSL + A+H Division meeting...working on getting into STEM meeting next

e. Kat shared info from the CCC Accessibility Center, which is encouraging colleges to shift from a reactionary mode to accessibility (only think about it when get an accommodation from DSPS) to an [Accessibility Capability Maturity Model](#) that better aligns with ADA + Section 504 mandates. The Committee discussed the benefits of this model, along with concerns about balancing other high priority projects – like CVC/shift to compressed calendar – and recommends continuing to pursue local efforts during this period, and while our data is trending in the right direction.

f. The committee discussed other local efforts considering the successful division meeting, like getting time on Flex Day for training and work time, where faculty can work with an expert in the room to help. This spring Flex Day will be

dedicated to the compressed calendar, but the committee will investigate options for a future flex day and other ways to catch people in the meantime. A question came up about whether part-timers could fulfill professional responsibilities hours through accessibility work – Kat will check in on this, as many deans provide instructors with a list of activities, like work on SLOs.

g. Reminder: April 24, 2026, deadline for web accessibility (including Canvas!)

**d. CVC Teaching College Updates**

- i. Kat shared that we currently have weekly meetings on Tuesdays with the CVC and stakeholders across the colleges + district We are making progress on our workbook to plan for technical integrations; assigning tasks to appropriate stakeholders
- ii. Challenges coming up...need new process and communication plan for CVC students, who have some services they should access at home colleges and others at teaching college.
  1. Ex: Our set-up of the Academic + Career Pathways as a Canvas shell populating on student dashboards poses a challenge, since CVC students should do academic and career planning at their home college
  2. Ex: Manually reviewing courses tagged as online so only appropriate fully online courses feed to CVC Exchange...troubleshooting errors where on campus classes/classes for special populations, like dual enrollment, fed to the Exchange.
- iii. The committee discussed potential solutions, like creating a district webpage with instructions for CVC students, drafting recommended language faculty add to their syllabus for CVC Exchange students, and reviewing alternative possibilities for our Academic + Career Pathways Canvas display/enrollment.

**e. Spring PD**

- i. Kat provided an update about our new calendar for promoting instructional technology PD: Promoted 32 workshops so far this spring, including our local workshops on Pronto, Studio, Pope Tech, Gradebook, and Canvas Data, as well as partner workshops from Hypothesis, the CVC@ONE AI Webinars, the CCC Systemwide Webinars, and others
- ii. The committee discussed low attendance at workshops and is interested in exploring more asynchronous options, like video tutorials we could make available in the new Tools for Teaching Canvas shell once available, where we could track viewing analytics. This may make PD more available for PT instructors. Kat and Wanda will continue working on this course build

**f. New Student Tutor Role**

- i. Kat shared that she met with Jin Tsubota (Tutorial Center Coordinator) to collaborate after the DEC recommendation to revive the embedded student tutor role in Canvas last meeting. We want to ensure a process in place for this style of tutoring, including FERPA training, clarification about embedded student tutor responsibilities (which are less clear than when tutors have specific hours in the Tutoring Center), and a chain of command process if any issues arise.
- ii. A question about how available embedded student tutors would be came up, and the committee discussed that there is not widely available funding for this at the time. Based on all this, we are currently moving forward with a small pilot with 2 Music instructors to test the process/Canvas role and gather feedback.

**7. New business**

**a. Committee Accreditation Form**

- i. Kat shared the Committee Accreditation Engagement Form, and the committee looked at potential accreditation standards that would most align with our current efforts and committee goals, including Standard 2.2 and 3.2. The committee decided to focus on standard 3.2 this semester: “The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.” The committee will review a working draft at the next meeting.

**8. Information items**

- a. Kat shared an email sent to LPC with updates about AI...application open for AI Fellows until March 7; Instructors with a late start class can still jump into the Nectir AI pilot; lots of workshops available to learn more, including Navigating AI Together: A Bay Area Community College Unconference on March 7th at Foothill College and an AI workshop series Chabot invited us to.
- b. Kat shared we will be launching our 2nd round of evaluations for instructors going through the online course evaluation process this spring: 3/3 - 3/14

**9. Adjournment**

- a. Richard moved to adjourn the meeting at 11:20 am; Lyndale seconded.

**10. Next meeting:** March 28, 9:30-11:30, Room 2410 and Zoom