

DE Committee Minutes

March 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. Richard moved to approve the agenda; Barbara seconded.
Agenda approved.

3. Approval of minutes

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

4. Public comments (3 minutes):

- a. No public comment.

5. Reports

a. Technology Coordinating Committee:

- i. Kat reported that District IT is moving more technologies to MyPortal for a single sign on (SSO) experience, which can improve security and help streamline so people don't have as many usernames/passwords to remember. Some concerns around the MyPortal SSO experience were raised in the meeting. Ex: the Tutorial Center found some students have trouble finding the activation email from Okta and experience delays in getting username/password info needed to get started. TCC members offered to ideas to help (ex: turning the photo on the log in screen into a button). Tim, our Webmaster, will assist.
- ii. While there is now a Canvas card in MyPortal, Canvas will remain outside of SSO, so this only links to the current login page. This is because MyPortal SSO could create barriers for students (ex: a student traveling outside of the country may not be able to log in and complete their coursework).
- iii. Committee members would like to know how MyPortal might impact other areas, like the Library/Canvas integration.

6. Old Business

a. Course Review + DE Trainings

- i. Kat shared that 6 instructors are enrolled in our 24-25 OCDP cohort, but of those only 1 is needing to complete this term. She reached out to see if the instructor needs support completing the course or

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 (A&R)
Nan Ho (VP, Academic Services)
Vacant (PATH)
Vacant (Library)
Vacant (Counseling)
Vacant (ASLPC)

Guests:

Wanda Butterly

would prefer to switch to a DE Course Review and will get back to Committee members if a course review is needed. No other course review requests at this time. Committee members shared that the OCDP would be a good course to review and refresh in the near future.

- ii. Kat shared that 3 more instructors completed HyFlex training; she sent emails to them about getting payment. 5 instructors are still in progress in the course.
- iii. Kat and Angelo have reached out to bargaining members to advocate for future funding for DE-related professional development like POOCR/HyFlex, and to see if we can help clarify contract language and processes the committee found could use improvement in prior meetings, like the outdated POOCR form and form to apply for equivalent OCDP training. Hoping to schedule a meeting soon to help in our 25/26 AY planning.
- iv. Kat shared that she's started revisions on the POOCR Canvas shell, hoping that will be ready once we've gotten clarity around forms and potential payment.

b. Pope Tech accessibility update and report

- i. Wanda submitted a new PopeTech report so Committee members could review accessibility data on Canvas:
 - 1. Color contrast errors decreased slightly, from 6,500 in Feb. To 6,463 in March
 - 2. Empty links are significantly down from their peak last semester at 14,573, with only 2,746 in March.
 - 3. Total errors are down from their peak last semester at 27,354 to 12,498 in March.
- ii. The committee discussed ongoing efforts that have helped improve our data and can further help meet the April 24, 2026 deadline for web accessibility given by the DOJ, including:
 - 1. Wanda and Kat provided another accessibility tutorial at the 3/19 STEM Division meeting, which brings us to 3 divisions completed.
 - 2. Wanda and Kat will be hosting a series of "Take Action on Accessibility" working sessions, running Thursdays, 2 – 3 pm, April 17 – May 8, with an email going out to the campus next week.
- iii. Kat shared info about AB 2821, which requires the state Chancellor's Office to create a training program + districts to develop training components that will become part of personnel training on or before the start of the 26/27 academic year. There has been some confusion about what exactly the state will cover, and what districts will be required to cover. Kat has checked in with Chris Crone (DSPS), who is monitoring conversations at the state level and communicating with our college and district, and Bruce Griffin to get the Districtwide Accessibility Taskforce meetings going again. It sounds like the state training might look similar to the sexual harassment training we do each year.

c. CVC Teaching College Updates

- i. Kat shared that weekly meeting on Tuesdays continue with stakeholders across the colleges + district to prep for the testing phase, where we will see if all the back-end technical work we've been working on will function as anticipated.
- ii. We're also drafting a CVC-specific student welcome letter, a CVC student webpage, and a communication plan to make sure the campus is aware. She will present at the Town Meeting and the Joint Deans meeting next week for quick updates. We are still in the middle of implementation, and likely won't be done until summer at the earliest.

d. Spring PD

- i. Kat provided an update on the new calendar tool, which has been used to promote 66 workshops this spring. In addition to lots of opportunities to learn about accessibility and AI, we'll add workshops about discussion checkpoints and New Quizzes in May for faculty who wish to use these tools come summer/fall 25. There is still no hard deadline to switch from "Classic" quizzes to "New Quizzes, so faculty will have flexibility to transition or not. We'll communicate about any changes.

e. Committee Accreditation Form

- i. The Committee worked on a draft of the Committee Accreditation Engagement form, documenting work done that aligns with "Standard 3: Infrastructure and Resources; 3.2 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 documented substantial action to align our work in this area, with many outcomes achieved. Stuart noted that our mid-term report isn't due for another year and a half, so we will have further opportunities to document how our efforts align with accreditation needs beyond this check-in.

7. New business

a. Generative AI

- i. Kat shared that she's coordinated with the Academic Senate AI workgroup to launch a revised [AI Faculty Resources webpage](#). The purpose of this page is to help instructors:
 - 1. understand what generative AI is
 - 2. learn about common AI tools used in industry and academic settings
 - 3. understand how students may be using AI
 - 4. develop an AI course policy
 - 5. understand next steps, including ways to leverage AI and participate in AI professional development
- ii. The Committee discussed other AI efforts happening, like:
 - 1. an AI in California Higher Ed survey LPC may complete, which helps researchers understand how higher ed is responding to AI and what support may be needed.
 - 2. Added dates to the Bay Area Community College Consortium's AI Road Show to highlight innovation in local CCCs, including LPC.
 - 3. An attempt to join CVC@ONE's Round 3: Train the Trainer AI CoP cohort, which was full. We'll look to join a future cohort, which helps campuses create their own customized AI Community of Practice.

b. Regular + substantive interaction

- i. Kat shared that she sent out a reminder to the campus about RSI ahead of Round 2 evals, as recommended in the last meeting.
- ii. The committee discussed ways to improve an understanding of RSI among DE instructors. Currently, information is shared through avenues like our DE training courses, optional workshops, and our email updates with examples and links to RSI webpages/policies. The FA evaluation training helps evaluators understand what to look for, and departments discuss as they work on DE Addendums. Members discussed how RSI has been a challenge for many campuses, as it has historically been more loosely defined in regulations to allow for RSI

techniques to align with course-specific needs and varying timelines, but that the ACCJC has made recent efforts to help clarify. We will continue to support these conversations and raise awareness about RSI on campus.

c. DE data

- i. The Committee reviewed DE success rates by modality for the FA 24 semester, including:
 1. Promising data trends, like Synchronous (83%), Both Asynch/Synch (83%), and Hybrid courses (78%) all showing higher success rates than in-person courses (76%). While Asynchronous success rates are slightly lower at 74%, this is an improvement from the 72% success rate in FA23, which is encouraging and reflects a lot of thoughtful faculty work.
 2. One area for growth is HyFlex, with a success rate of 71%. The Committee discussed unique challenges of the HyFlex modality that may contribute to the lower success rate, including instructor bandwidth, since teaching effectively in both DE and F2F modalities at once is very labor-intensive. Having an assistant in the room to manage the workload would be very helpful when possible (ex: an Instructional Assistant appointed to support HyFlex sections in the English Department).
 3. Kat shared a data tool provided by our Research, Planning & Institutional Effectiveness team that would be great for further data-informed conversations at the department level:
 - a. Go to [Research, Planning, & Institutional Effectiveness: Course Outcomes](#).
 - b. Click "Program View."
 - c. Select your Discipline.
 - d. Select a Modality + Filter (i.e., Course Modality > Asynchronous)
 - e. Filter by specific course if desired.
 - f. Review your department's data help inform scheduling and professional development needs.

8. Information items

- a. Kat shared that conversations continue at state level about standardizing definitions for DE modalities, but no agreement has been made. She will report back any updates.
- b. Kat shared there is a growing list of summer projects, including webpage updates, that she'll be soliciting feedback on.

9. Adjournment

- a. Richard moved to adjourn the meeting at 11:14 am; Lyndale seconded.

10. Next meeting: April 25, 9:30-11:30, Room 2410 and Zoom