

DE Committee Minutes

February 20, 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. Stacie motion to approve: Angelo seconds. Agenda approved.

3. Approval of minutes

- a. Bobby motion to approve November minutes; Angelo seconds; Minutes approved.

4. Public comments (3 minutes):

- a. Welcomed guests Jennifer Farber, Hermina Sarkis Kelly, and Niloufar Hadei

5. Reports

- a. Kat provided updates from related committees like the Technology Committee/Technology Coordinating Committee; District IT continues the transition from Banner 8/Class-Web to Banner 9/MyPortal, so keep an eye out for communication as updates are made. We finalized our joint CVC Teaching College project shortly after our last meeting and now have both “home college” and “teaching college” status on the CVC Exchange.

6. Old business

a. Course Review + DE Trainings

- i. Kat and Angelo shared updates about current DE Trainings:
 1. **Online Course Development Program (OCDP):** 18 instructors in progress; this course is on our project list to redesign this summer to align with latest best practices.
 2. **DE Committee Course Review:** 1 outstanding review needed from last semester – Kat and Bobby will follow up with the instructor; 1 new request that Angelo will take. Plan to do a mock DE Course Review in spring to help train new members, but will wait until we have the chance to review the form at the next meeting to align it with pending changes in the tentative faculty contract.
 3. **HyFlex training:** 7 in progress

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)
Mike Frith (Faculty, PATH)
Bobby August (Faculty, STEM)
Stacie Granada (Faculty, Adjunct)
Wanda Butterly (Classified, TLC)

Members present (non-voting):

Mike McQuiston (Dean)
Tania Torres (A&R Rep)
Tyler Prellwitz (ASLPC)
Jessica Hansen (A+H)

Members Absent:

Nan Ho (VP, Academic Services)
Michelle Simotas (BSSL Dean/VP Rep)
Richard Dry (Faculty, A+H)
Vacant Positions

Guests:

Jennifer Farber
Hermina Sarkis Kelly
Niloufar Hadei

4. **Peer Online Course Review (POCR):** 5 in progress from fall cohort; 2 are in review, 3 instructors needed more time to finalize before submitting for review. Pausing on a Spring cohort to help get our Fall cohort through. Will likely need to run a year-long cohort instead of semester cohort moving forward. We're waiting on the new CVC Online Course Design Rubric to be released this summer; may be a need to run a cohort next year to help faculty who currently have "quality-reviewed" courses update their courses to the new standards, and to retrain our reviewers on the new rubric. Hoping to have more info after the April POCR meeting/updates at the Online Teaching Conference in June.
5. **Winter Intersession Training (WIT):** 11 instructors completed our newest training – a 4-week asynchronous online training to help support faculty condensing courses for our first Winter Intersession term. The course has 4 modules that support faculty through compressing their course content and supporting students through the condensed term. Feedback from participants was very positive, with 100% of survey respondents saying the course was "very effective" in preparing them to plan and condense their course. Instructors who completed training received a one-time stipend of 4 hours at the F-rate. Uncertain if this was a one-time training, or something we may continue to offer.

b. Artificial Intelligence

i. Student AI Survey

1. Kat shared the [Student Voices on GenAI: Insights from California Community Colleges Survey](#), a collaboration between the Chancellor's Office, the Student Senate, and West Ed. Brought to our VPI, Director of Research, Planning, and Institutional Effectiveness, and Director of Marketing, who will coordinate efforts to send the survey out to our students. Planning to wait for a bit because another survey had recently gone out. Hope this will give the DE Committee valuable data to consider as part of our ongoing conversations about AI.

ii. Respondus Pilot

1. Members discussed a Spring pilot of Respondus as potential alternative to Proctorio, with about 10 instructors at Chabot and 10 at Las Positas volunteering to test the tool. Respondus has a LockDown Browser that could be used for online exams on campus + Respondus Monitor for online exams in DE courses. There are some tensions across our system, with growing interest in tools like these as a way to monitor/deter the misuse of AI, while at same time concerns remain about intrusiveness of surveillance tools > feels invasive to install on devices, privacy concerns, equity issues.
2. Our guests, Jennifer + Hermina from the Computer Center, are collaborating with us to install Respondus on some computers in the Computer Center, so students who don't want to or can't install the browser on their device have an alternative. We have previously done this with Proctorio and it has been very helpful in supporting students with concerns.
3. Anyone interested in participating in the pilot can reach out to Kat King to get added to a Canvas shell and be looped into upcoming webinar trainings. Those who

- participate will be asked to give feedback later this term we can use to inform our purchasing decision for the following academic year.
4. Bobby shared that instructors in his division have heard transfer institutions may not be accepting fully online Math courses for STEM majors, and want in person exams; follow-up needed to see if using software like Proctorio or Respondus may satisfy their concerns. Many across higher ed raising alarms, particularly with the rise of agentic AI. This is also bringing back conversations about a need for a proctoring network across CCC campuses.
- iii. Campus Conversations
 1. Committee members were briefed on ongoing conversations with Academic Senate about AI. Their AI subcommittee has finalized updates to the Academic Honesty Statement and Academic Integrity Statement to reflect AI. Their 4 main ongoing concerns are:
 - a. Detrimental cognitive impact for students
 - b. Cheating/plagiarism
 - c. Faculty identifying helpful AI tools for their use
 - d. Faculty identifying helpful AI tools for students
 2. Members discussed concerns about AI-related workload, false positives with Turnitin, and privacy/FERPA concerns as faculty try new AI tools that don't align with higher ed standards. Some guidance on AI looks to be included in the new tentative faculty contract. Kat continues to update our [AI Resources webpage](#) to support faculty.
 - iv. Districtwide AI Workgroup
 1. Kat updated members on recent efforts by the district AI workgroup and a 2/6 AI Listening Session for faculty reps from LPC and Chabot at the DO, facilitated by Our Media, the nonprofit organization the District hired to help lead AI conversations; members reviewed [notes from Senate President Ashley Young](#). Our Media will be hosting a student panel at Flex Day and additional AI training will be offered for both faculty and Classified Professionals.
 - v. Regional AI Workgroup
 1. Kat shared updates about event planning our Regional AI Workgroup reps (Kat King, David Powers, and Frances Hui) have been doing to prepare for an untethered, one-day conference to support faculty PD needs. Members reviewed the draft of the [Reclaiming Joy: Human-First Teaching in the AI Era](#) event, scheduled for Friday, April 17, 2026, from 8:45 am - 3:00 pm. Participants may attend in one of two ways – through a “Campus Watch Party” or individual online attendance. This event happens during our scheduled April meeting, and members discussed helping to host the campus watch party in lieu of our regular meeting. Having DE Committee members there could help facilitate conversations between sessions. People will check their schedules and we’ll return to this idea at our March meeting.
 - vi. AI Workshops
 1. Committee members reviewed upcoming workshops related to AI, including:
 - a. [Nectir AI for California Community Colleges: What It Is & How It Works](#) 2/20

- b. [Nectir AI Onboarding Workshop](#) 2/23
 - c. [AI in Career and Technical Education Programs](#) 2/24
 - d. [The Next Chapter in AI: Integration and Best Practices](#) 2/24 + 2/27
 - e. [Human-Centered Learning with Social Annotation](#), 2/25
 - f. [Intro To Playlab Workshop](#) 2/24
 - g. [Generative AI Meets Active Learning](#) 3/2
 - h. Multiple Respondus trainings for those helping pilot an alternative secure online exam proctoring tool
 - i. Plus, people can watch [recordings of past webinars](#). Additional recordings are available through the [Vision Resource Center](#), like the recent webinar on [Agentic AI](#). Members discussed the importance of being aware of developments in agentic AI, with a barrage of new tools advertising that they can log in and complete coursework on students' behalf. Our system is in conversation with Canvas and technology companies to advocate for guardrails on this technology.
2. Members discussed additional needs related to AI: including a sense of minimum standards (how do faculty know if they know enough/are doing enough with so many options?) and a desire for discipline-specific conversations and policies. Members shared that even when these conversations are taking place in divisions and departments, there is often a wide variety of perspectives that make it challenging to create one policy. This
- c. Accessibility in Canvas Data Review**
- i. Committee members discussed efforts and updates related to accessibility legislation, including the [DOJ/DOE "Dear Colleague" Letter](#), which set an April 2026 deadline to meet web accessibility standards (WCAG 2.1 Level AA) and [California AB 2821](#), which will require accessibility training by the start of the 26/27 academic year.
 - 1. The CCCCO sent Memo ESS 26-07 to Chief Instructional Officers, Chief Student Services Officers, Chief Human Resources Officers, and Disabled Student Programs and Services Directors on 1/30/26, with a preview of video training curated to help colleges meet the new training requirement. More work will be needed to figure out our district's implementation plan.
 - 2. We've been doing an ongoing "road show" this term to make sure people are aware of regulations+ tools that can help people meet the standards:
 - a. 2 "Canvas + ComplyBot Hackathon" events ahead of spring term + another planned for Flex Day, where Wanda and Kat demoed how faculty could use [ComplyBot](#) to create accessible syllabi and accessible Canvas content, and faculty had time to work on their course materials with support.
 - b. Presentations at Deans meeting, Division meetings, Academic Senate, College Council, Town Meeting, and next month, Classified Senate
 - c. Many additional webinars promoted through our [workshop calendar](#).
 - 3. Deans confirmed it's OK for instructors to use workshops/1:1appointments related to accessibility to help meet professional responsibility requirements, as this work is so critical to our institutional mission.

- ii. Kat and Wanda pulled data from Pope Tech to help the committee continue to monitor accessibility in Canvas. Our most common errors continue to be low color contrast, empty links and empty headings. We've made slight improvements to alt-text errors, which were at 7.29% in the fall and have dropped to 5.12% this term, but overall accessibility errors are not declining as much as we hope.
- iii. Members shared ideas to make more progress in this area by curating additional training resources and digging into the Pope Tech data dashboard more, so that we could do targeted outreach to those with the most errors. This may pose a challenge with our current staffing levels.

d. Merged Sections on Canvas

- i. Kat shared that based on our committee's recommendation, Deans started messaging about FERPA and merged sections in their beginning-of-term emails/meetings. Kat and Wanda were invited to present at the STEM and BSSL division meetings.
- ii. Members discussed options for continuing to monitor this, like an anonymous spot check in merged courses to see if this additional messaging reduced errors. While some members find it easy to keep students separate in merged shells, others note that there are so many opportunities for error that it may be necessary to move away from merging sections in the future.

7. New business

a. Membership Updates/LPC Governance Worksheet

- i. Committee members welcomed Jessica Hansen (PT, English) as a new non-voting A+H rep and reviewed the LPC Governance Worksheet. No changes suggested to our reporting structure/membership at this time.

b. DE Faculty Contract Updates

- i. Members discussed several updates to the tentative faculty contract impact DE:
 - 1. +2 class size for DE courses, which members shared caused concern for instructors in some departments, like those in English with labor-intensive grading, and concerns about optics since efforts are made to ensure parity between on campus and online instruction. This concession was made after a review of our online withdrawal rates, which are historically higher in online courses. The DEC has long recommended that instructors add beyond course caps in online courses to account for higher drop rates common in DE courses. The thinking is not that faculty actually end up teaching more students in online courses, but that adding beyond our caps makes it more likely we end up with numbers and success rates that parallel our on campus rates. This contract aims to institutionalize/standardize this practice.
 - 2. Updates to minimum standards for DE courses > will review/revise our DEC Course Review Form at the next meeting to align with the new contract language, assuming the contract passes.
 - 3. New language about DEIAB. Many campuses have ongoing training requirements for those teaching online, and since we don't have that, we might be able to leverage this new language to encourage faculty to attend our workshops, which often center on improved DEIAB in DE courses.

c. Regular + Substantive Interaction

- i. Members discussed efforts to make sure everyone is aware of RSI standards in DE courses, including updates to our [RSI webpage](#), an ongoing roadshow of visits to Division/Senate meetings, emails to faculty each semester, and multiple workshops on our calendar, including one on our upcoming Flex Day
- ii. Kat shared that we met with our ACCJC rep during Accreditation Steering Committee after hearing that many colleges are finding it challenging to meet the 85% threshold of courses needed to meet RSI standards during the accreditation review process. The rep recommends starting an internal review process so we know where we're at/what additional steps we might need to take before our next site visit. Committee members will further discuss what that might look like at our next meeting, since we were tight on time at this meeting.

d. Instructional Tech Updates

- i. Kat shared updates related to instructional technology, including:
 - 1. Respondus pilot for Spring 2026
 - 2. Nectir + Playlab pilots continuing
 - 3. New LTI 1.3 integration for 3C Media, which some faculty use for hosting and captioning instructional videos
 - 4. Form for Software Requests we looked at last term is still working through approval process with TCC
 - 5. Request to rebrand Follett Discover to My Materials, since Follett Discover isn't something intuitive to click on to adopt course textbooks and materials. Also a request to update to a 1.3 Canvas integration, which may pose challenges since LPC and Chabot have different bookstore providers and LTI 1.3s are installed at the root level, impacting both colleges interfaces.

8. Information items

- a. Members were encouraged to attend and promote upcoming events on our [Workshop Calendar](#).

9. Adjournment

- a. Bobby moved to adjourn the meeting; Angelo seconded. Meeting adjourned at 11:28 am

10. Next meeting: March 20th, 9:30-11:30 am, Room 2410 and Zoom