**Merritt College Distance Education Meeting**

**Tuesday September 9th 2025**

**9:00AM-10:30AM**

**Room S-106**

**Click** [**HERE**](https://peralta-edu.zoom.us/j/86914590907) **to join via Zoom**

**Members**

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| **VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** | | | |
| X | Erik Johnson, Chair |  |  |
| X | Adoria R. Williams |  |  |
| X | Monica Landeros |  |  |
| X | Jayi Thomson |  |  |
| X | Feather Ives |  |  |
| X | Arja McCray |  |  |
| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** | | | |
|  | Monica Ambalal |  |  |
|  | Lisa Cook |  |  |
|  |  |  |  |
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| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW-UP ACTION** |
| **Call to Order** | Called to order 9:24am |  |
| **Elect Committee Chair and Officers** | Erik Johnson elected as Committee Chair  Voting members selected and approved |  |
| **Approval of Minutes** | Minutes approved at 9:29am |  |
| **Standing Items** | Reviewed Committee Bylaws   * Purpose: improve DE education at Merritt, offer faculty/student support, work with various other committees and departments * Meetings: DE Committee meets once a month, second Tuesday of the month. Meetings are to be in-person under Brown Act * Membership: DE Committee must be composed of at least five members, four of them full-time faculty   Reviewed OTC Conference Updates   * Adoria Williams attended conference in June * Mainly centered around implementation of AI, teacher-assisted, course-management * Enrolled in various pilot programs assessing effectiveness of AI   Discussed Accreditation   * State will assess random number of online courses at Merritt, at least 85% of selected courses must satisfy CVC requirements * New push surrounding RSI implementation and evaluation rubric | * **Contact ASMC for student representative** * **Reach out to counselor for additional membership** |
| **New Business** | Discuss AI Implementation   * Institute requirement that all online course syllabi must mention explicit AI policy * Discussed effective ways to implement policy, such as reaching out to department chairs, contacting Academic Senate, coordinating with Accreditation Committee * Discussed the release of examples/language surrounding various types of AI course policy (full/limited/none) | * **Launch faculty survey assessing current experience working with AI (separate experience from sentiment/opinion surrounding AI)** * **Develop additional AI- faculty workshops and trainings** * **Propose motion to Academic Senate regarding syllabus AI policy** * **Bring motion forward to district DE Committee regarding syllabi policy** |
| **Public Comment/Issues to Address** | Various issues still surrounding online courses   * Courses still not published/available on start date * Courses still not operating on any form of emergency setting * No standardized form of online training (or required online training) for incoming faculty | * **Create online training resources/updating AP 4105 through local committee recommendation, then forward to district DE Committee** * **Develop standardized rubric for course evaluation, look at POCR resources** * **Develop online training program establishing baseline practices of online education for faculty, look into programs used by other CC districts** |
| **Adjournment** | Meeting adjourned at 11:05am |  |