**Merritt College Distance Education Meeting**

**Tuesday May 13th, 2025**

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

**Room S-106**

**Click** [**HERE**](https://peralta-edu.zoom.us/j/87233912071) **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 |  Brielle Erike |   |  |
|  X |  Monica Ambalal |   |   |
|  X | Feather Ives |   |   |
| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**  |
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| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW-UP ACTION** |
| **Call to Order** | **Called to order 9:02am** |  |
| **Roll Call** | **Completed** |  |
| **Approval of Minutes** | Minutes approved at 9:07am |  |
| **Public Comment** | 3 min. per individual, 9 min. maximum. No comments made. |  |
| **POCR Updates** | POCR team (Brielle and Adoria) report one instructor is finishing final edits to ensure accessibility requirements, still waiting on other instructor for follow-up POCR actions/recommendations | Contact department chairs to see about disseminating POCR knowledge and preparation to faculty---helps to streamline process, make it less reliant on constant reminding/coordination between POCR leads and faculty |
| **ACCJC RSI Updates** | Reviewed RSI requirements among all courses and disciplines* Review pending from ACCJC, courses will be chosen at random to see if they align with RSI requirements
* Many students are still reporting non-responsive instructors, unpublished Canvas courses, etc.
* Discussed various ways to distribute information to faculty, such as FLEX workshops, discussing with faculty chairs, and coordinating with other departments such as SAS
 | * Release faculty survey to assess current level of RSI compliance
* Release student survey assessing current state of instructor/student communication
* Begin planning RSI FLEX Workshop
 |
| **Adjournment** | **Meeting adjourned 10:03am****Next meeting September 9th, 2025, at 9:00am** |  |