Distance Education Committee MINUTES
September 5, 2025; 1:00 to 2:30 pm (Zoom)

Committee Charge: The Distance Education Committee advises the Vice President of Instruction regarding all modalities of Distance Education offered at the College and identifies methods of access, resources, and support systems that create an inclusive and equitable learning environment and eliminate barriers for all students. The committee functions as a visionary body, as a conduit for information between faculty, administration and students, and as a technology advisory on matters related to distance education. (9/20/2024)

Committee Members Present

☐ Al-Husseini, Maha
☒ Cisneros, Maribel
☒ Galindo, Kadir
☐ Lewis, Stephanie **(Co-Chair)**

☒ Lillard, Sheri **(Faculty Chair)**
☒ Lopez, Maria
☒ Parker, Garry
☒ Pave, Adam

☒ Recinos, Jose
☒ Sogomonian, Nori
☒ Torrez, Michael
☒ Wang, Wei-Chung

Agenda Items	Minutes
1. Call to order and welcome	1:07pm
2. Approval of the agenda	Agenda modified to approve 5/2/2025 minutes and add Kadir Galindo to membership list. 1st: Nori Sogomonian; 2nd: Michael Torrez
3. Approval of minutes from 05/02/25	1st: Maribel Cisneros; 2nd: Kadir Galindo
INFORMATION/UPDATES	
4. Committee charge and DE Lead role	Sheri went over the committee charge and explained some key aspects of the DE Lead role, such as facilitating DE training, managing the records, updating website, running committee meetings, etc.
5. DE Website	Looked at updates to DE website, in particular training section and resources. Will update Resource page to include RSI and Accessibility. Also noted that the agendas and minutes are housed on the DE committee page, but need to be updated and re-organized. Suggested to set up a committee Sharepoint for our documents.
6. DE Training a. Updates b. Facilitator for Dec 15, 2025 to Jan 11, 2026	Training sessions for Fall/Winter are 4-week (Sep 8 – Oct 5), 8-week (Oct 13 – Dec 14), and Dec 15 – Jan 11. Will need names of 1 or 2 facilitators for Dec 15 session to send to Leticia by beginning of Oct. Nori offered to facilitate if nobody else steps forward. Question about badges for completed training. Badgr no longer used; Sheri will look into whether District has a new badging tool and if so, learn how to use it. Faculty from summer sessions will receive certificates; they and their Deans and Chairs have been notified by email of successful training completion.

ACTION/DISCUSSION	

7. RSI: Spring 2026 deadline
   a. Spring 2025 status/recap
   b. Plan development
	RSI document developed by committee last semester and revised by Maha was briefly reviewed. Nori reminded committee that there was much discussion and some disagreement about how to word a self-assessment tool (and whether we actually needed one).
	Michael's information from the Spring webinar was that there is no "gold standard" for RSI but there needs to be a campus standard. This is what we do not have at this point. ACCJC will evaluate a sample of courses based on our standard.
	Adam suggested coming up with a formula for what is regular, then build in what substantive interaction could look like.
	Sheri will use Adam's suggestion and the RSI examples to bring a draft to the committee for discussion and revision next time.

8. Accessibility: Apr 24, 2026 deadline
   a. Title II of ADA
   b. Plan development
	All content (including video, pdf, PowerPoint, etc.) must be accessible by Apr 24, 2026. Faculty likely most impacted will be those with math and science content. May minutes show that District was aware of the Title 2 deadline and looking into Yuja software to assist, but it is unclear if we have this software. It is also unclear how or if ACCJC will be evaluating accessibility of the courses they review.
	Sheri will follow up with Cherishea about status of this or other software to assist faculty in bringing documents into compliance. Sheri will also draft a plan for how the committee can support faculty to bring all of their documents into compliance.

Adjournment (next meeting 9/19/2025)	Adjourned at 2:28 pm