

DE Committee Minutes

April 25, 2025 | 9:30 a.m. | Room 2410 + Zoom

Meeting Minutes



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)
Angelo Bummer (A&H)

Members Absent:

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

Guests:

Wanda Butterly

1. Call to Order

- a. The meeting began at 9:32 am

2. Review and approval of agenda

- a. Bobby moved to approve the agenda; Barbara seconded.
Agenda approved.

3. Approval of minutes

- a. Thao moved to approve the March minutes; Barbara seconded. Minutes approved.

4. Public comments (3 minutes):

- a. No public comment. Wanda Butterly invited as a guest to demonstrate an AI tool for accessibility remediation/design during Agenda item 6B.

5. Reports

a. Technology Coordinating Committee:

- i. Kat reported that District IT is continuing to work on major projects like the Class-Web/MyPortal transition, implementation of an AI tool to help catch fraud, and the shift to Common Course Numbering. Our TLC team stepped in to help clarify issues that arose in the switch to Common Course Numbering. PRMG had created fliers/communication to help inform students about the changes, but implementation became a challenge because our old version of Banner wouldn't accept 5-digit codes like C1000. After noticing student confusion when trying to register, we helped create new tables and tutorials with screenshots on our website to help students find the classes as they actually appear in our registration system – and an internal troubleshooting guide for colleagues who help students register for classes.

b. Districtwide Accessibility Task Force:

- i. Kat reported that the task force resumed meeting and began to identify action items, like creating a district-wide webpage to help inform/train people on accessibility. This group will help monitor legislation like AB 2821, which will require accessibility training at the state and district-levels.

c. ZTC Task Force:

- i. Lyndale reported that the ZTC Taskforce will be hosting a ZTC Grant Info Session on 4/30 for those interested in applying for grant funds to create 2 ZTC Pathways at LPC.

d. Peer Online Course Review:

- i. Angelo reported that he + Kat met with bargaining members to advocate for future funding. At the Peralta Online Equity Conference, they confirmed the CVC Online Course Design Rubric is being updated to include more of a focus on equity, with plans for a small pilot with the new rubric in the fall before a larger systemwide rollout in the spring.

6. Old Business

a. Course Review + DE Trainings

- i. Kat reported that one instructor is close to completing OCDP, but may switch to a course review with Bobby; we have one new request for a DE course review, which Thao volunteered to take.
- ii. Kat reported that HyFlex now has 120 completers/5 in progress.
- iii. Kat submitted a data request to our Institutional Research team to look at how success data in courses that have been aligned to the CVC Online Course Design Rubric compares to success rates in other DE courses. The hope is that if we can show better student success rates, we can more effectively advocate for funding to get our POCR program going again in the next academic year. The Committee hopes to review this data in future meeting, once available.

b. Pope Tech accessibility update and report

- i. Committee members reviewed the latest Pope Tech report about accessibility errors in Canvas:
 - 1. Color contrast errors increased only slightly, from 6,463 in March to 6,538 in April
 - 2. Empty links continue to decrease, from 2,746 in March to 2,736 in April
 - 3. Total errors continue to decrease, from 12,498 in March to 10,379 in April
- ii. Kat shared that Wanda continues to host “Take Action on Accessibility” workshops on Thursdays from 2 – 3 pm (2410 or on Zoom). Committee members are encouraged to promote in their areas and attend. Those who have attended so far have really liked Wanda’s AI tool – ComplyBot, which not only streamlines accessibility remediation, but can add design features. Wanda demonstrated how the tool works for Committee Members, and asked for user feedback from those willing to try it.
- iii. Kat reminded members of important legislation around accessibility:
 - 1. AB 2821, which will require accessibility training (some developed at the state Chancellor’s Office level and some locally) on or before the start of AY 26/27.
 - 2. The “Dear Colleague” letter from last spring, with a deadline to make all online content accessible by April 24, 2026

c. CVC Teaching College Updates

- i. Kat reported that District IT has been overwhelmed with other high-priority projects and needed to momentarily step away from project, but user testing is still moving forward with college team members, with hopes to wrap up this summer and update the campus at All College Day.
- ii. Committee members discussed questions coming up in their areas, like which courses feed to the CVC Exchange. In its initial concept, only courses badged as “quality reviewed” would

feed to the Exchange (instructors with a course that had gone through POCR and aligned to the CVC Online Course Design Rubric). Now all fully online courses feed to the CVC Exchange (asynchronous, synchronous, or both), and those with badges like ZTC/quality review float to the top of the search results. HyFlex courses don't currently feed to the CVC Exchange, as many campuses define HyFlex slightly differently and there were concerns about on campus requirements. If faculty members here are teaching a HyFlex course that does have a fully online option, one option would be to cross-list the HyFlex section with a fully online section that would feed to the CVC Exchange. Interested instructors should follow up with their deans.

d. Spring PD

- i. Kat shared that we've promoted 81 workshops so far this spring with our new calendar pilot-including many on AI, accessibility, and RSI tools - and will continue to add workshops.

e. Canvas Updates

- i. Kat reported that, when testing in our Beta Canvas site, it looks like many updates have been made to Discussion Checkpoints, which allows instructors to tag multiple due dates to one discussion board. Committee members discussed and recommended turning this feature on ahead of summer. Kat is meeting with Chabot to confirm this is possible next week and will send out email updates to the campus, with training instructions for those who wish to use this feature in summer or fall.
- ii. Kat reported that Canvas continues to implement New Quizzes updates and there is no end date set right now for Classic Quizzes. She will be meeting with Chabot to discuss our district transition timeline. Committee members discussed the benefits of lengthening the transition, and recommended allowing those who wish to continue to use Classic Quizzes to do so until major issues have been resolved. Kat will communicate updates to the timeline to instructors after meeting and confirming with Chabot.

7. New business

a. Onboarding Students to Canvas

- i. Kat reviewed options for onboarding students to Canvas, including:
 - 1. a request from Guided Pathways to pilot Canvas's "welcome tour" in the summer/fall. This is a pop-up that appears when users first log in to Canvas and helps users learn about important Canvas features.
 - 2. The "Quest for Success" course, which was a course provided by the CVC pre-pandemic. It is in need of updates if it will be used going forward.
 - 3. Online Orientations offered to students over Zoom ahead of the fall/spring terms.
- ii. Committee members are interested in all options. Kat will discuss the possibility of enabling the "Welcome Tour" with Chabot and will work on revisions to the Quest course. She will reach out to see if any DEC members are interested in giving feedback over summer.

b. Summer PD

- i. Kat shared opportunities for professional development this summer, like the [Online Teaching Conference](#) in Long Beach June 16 – 18, which she and Wanda will attend, and [CVC@ONE free summer courses](#). An email was sent to instructors with sign-up tips (use your LPC email/sign up soon as courses fill quickly/look for opportunities to pay a small fee to earn

credits on some courses). Courses span a wide range of interests and topics – including AI, Canvas, course design, assessment design, accessibility, and more.

c. DE Goals Review

- i. Members reviewed this year's goals:
 1. Successfully carry on the business of the committee during the DE leadership transition, which was completed.
 2. Reestablish the POCR program, which is in progress: efforts have been made but it has been a challenge without funding.
 3. Monitor web accessibility via the Pope Tech Dashboard, which was completed. Total errors down 62.09% percent from FA 24!
 4. Continue to coordinate the transition to New Quizzes, which is in progress due to lingering issues Canvas needs to remediate.
 5. Decide which AI tools to be integrated into Canvas, which is in progress. LPC participated in a Fall pilot of PlayLab + spring pilot of Nectir AI and is still waiting for news from Chancellor's Office about which tool – if any - might be funded at a system-wide level going forward. There has been an ongoing challenge to find tools with accessibility, privacy, and security compliance. We're currently scheduling conversations with AI leads in our feeder schools like PUSD around AI policies, tools, and practices in hopes of creating a smoother transition for students.

d. Faculty Co-Chair/Membership

- i. Members thanked Barbara for her service as DEC Co-Chair ahead of her retirement and welcomed a new member, Tania Torres, who will replace Barbara Chavez/Jeff Lawes in their retirement. Members were encouraged to return and bring a friend to help fill vacancies in the next academic year.

8. Information items

- a. Kat reminded members of the Zoom deletion schedule, which will begin in October; end-of-term guidance will include reminders to download any critical Zoom recordings people wish to retain.
- b. Kat shared that work is currently underway to fund technology for next year:
 - i. Turnitin contract in progress
 - ii. Hypothesis funding approved thanks to Richard Dry, who has stepped in as lead.
 - iii. STAC forms will be submitted soon to fund Ally, NetTutor, Pronto, and Proctorio for next year. No major changes expected to instructional technology tools at this time.

9. Adjournment

- a. Barbara moved to adjourn the meeting at 11:19 am; Lyndale seconded.

10. Next meeting: August 22, 9:30-11:30, Room 2410 and Zoom