

# DE Committee Minutes

March 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. Bobby motion to approve; Wanda seconds. Agenda approved.

### 3. Approval of minutes

- a. Stacie motion to approve February minutes; Bobby seconds; Minutes approved. (Michelle and Richard abstained since they were not present at the last meeting.)

### 4. Public comments (3 minutes):

- a. No public comment. Guests: Jennifer Farber and Niloufar Hadei

### 5. Action Items

- a. [DE Committee Course Review Form Update](#): 1<sup>st</sup> Review
  - i. Kat presented a draft of a new DE Committee Course Review checklist to align with changes to the minimum standards for DE in 19E of the [new faculty contract](#) and clarified its purpose: DE Committee Course Review is an option for LPC instructors who have not completed our Online Course Development Program (OCDP) or equivalent training. (Article 19H) It is typically used by those who have taken training at another district, but may not have proof due to staffing changes. DE Committee Course Review does not replace the normal faculty evaluation cycle outlined in the contract; instructors will still be evaluated their first term teaching online, and on the regular cycle.
  - ii. Committee members workshopped updates to parallel the new contractual language, while breaking down complex requirements into more manageable bullet points. Members noted that adding examples – especially around "regular and substantive interaction" requirements – would help make the new checklist more user-friendly for both our instructors and committee members conducting review.
  - iii. Bobby suggested including a self-evaluation component of the rubric, where an instructor could

### 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)  
Richard Dry (Faculty, A+H)  
Mike Frith (Faculty, PATH)  
Bobby August (Faculty, STEM)  
Stacie Granada (Faculty, Adjunct)  
Wanda Butterly (Classified, TLC)

#### Members present (non-voting):

Michelle Simotas (BSSL Dean/VP Rep)  
Mike McQuiston (Dean)  
Tyler Prellwitz (ASLPC)  
Jessica Hansen (A+H)

#### Members Absent:

Nan Ho (VP, Academic Services)  
Tania Torres (A&R Rep)

#### Guests:

Jennifer Farber  
Niloufar Hadei

point to evidence of meeting the standards in their own course before meeting with a DE Committee member to streamline the process.

- iv. Committee members will continue to make suggested edits on the draft form before a second review during the May meeting, where we will continue conversation around DE Committee purview in this process.

## 6. Old business

### a. Course Review + DE Trainings

- i. Kat and Angelo shared updates about some of our DE trainings:
  - 1. **Online Course Development Program (OCDP):** 1 instructor recently completed; Updates to the course are still in progress. Members were asked if they would be willing to review the redesigned course this summer. Stacie agreed to give feedback.
  - 2. **DE Committee Course Review:** Angelo completed 1 DEC Course Review since our last meeting. The Committee will do a mock DE Course Review to help train new members once our new form is finalized.
  - 3. **Peer Online Course Review (POCR):** 2 instructors are still in review, with a 3<sup>rd</sup> expected to start soon.

### b. Artificial Intelligence

- i. Members debriefed on ongoing AI campus conversations:
  - 1. Stacie, Angelo, Kat and Wanda shared positive feedback on the district-provided AI session during Flex Day, where employees were able to onboard to the district's Open AI account. Stacie sees potential for using AI tools to shift to Zero Textbook Cost courses. Follow up training would be beneficial, including training that could help instructors identify helpful ways students could use AI, after hearing from student panelists at the Keynote session.
  - 2. Kat shared that the "Einstein" agentic AI tool that had been advertising itself to students as a way to complete courses has been taken down after Instructure (Canvas' parent company) filed a cease and desist for potentially violating its terms of service. There will likely be "copy cat" tools, so despite this win, we'll need to continue our ongoing conversations about adapting our teaching and learning practices in the "AI era."
  - 3. Bobby shared that the Math Department has heard that CSUs and UCs are planning to only accept math courses for transfer that have in person exams. Kat will check in with colleagues at the upcoming DE Coordinators committee meeting to see how other colleges are responding. This is reviving conversations about the need for a Proctoring Center network among CCCs – a conversation that began during Covid, but paused as many campuses turned to online proctoring tools like Proctorio, Honorlock, and Respondus. Still uncertainty about how this might impact our ability to offer courses on the CVC Exchange.
- ii. Members discussed plans to support a statewide AI conference for faculty that has been developed as part of the ongoing efforts of our Regional AI workgroup:
  - 1. The event is [Reclaiming Joy: Human-First Teaching in the AI Era](#), on Friday, April 17, 2026, 8:45 am - 3:00 pm. Participants will be able to attend in one of two ways – a "Campus Watch Party" or individual online attendance.

2. Since the event takes place during our April meeting, members agreed to help support the event in place of our regular meeting.
  3. For the 10: 15 am session “Shift Happens: Using Custom Bots to Reclaim Time for Human Connection,” Kat will facilitate, Wanda will share her work on ComplyBot, and 2 other CCC instructors, Andrea Fuentes and Fabiola Torres, will share their custom bots.
  4. LPC will host the watch party for both LPC and Chabot instructors who would like to attend on campus. Jen offered the Computer Center as a potential space for this event. Stacie and Mike F. agreed to come to campus to help facilitate conversations with those who choose to attend here. Kat and Wanda can join after their session and have identified funding for food. Kat is working on swag to incentivize attendance.
  5. Other committee members will attend and help facilitate conversations online.
  6. Kat will send out information to the campus next week on Monday, 3/23.
- iii. Members reviewed upcoming AI-related training on our [Workshop Calendar](#). Upcoming sessions include:
1. [Nectir AI Community Round Table](#) 3/23
  2. [Nectir AI Onboarding Workshop](#) 3/24 + 3/27
  3. [Intro To Playlab Workshop](#) 3/25, 4/1, 4/8
  4. [Playlab Product Updates](#) 3/25
  5. [From Meetings to Classrooms: Zoom AI Companion in Practice](#) 4/2
  6. [A Template for Disciplinary Reflection in the Age of AI](#) 4/7
  7. [Leveraging AI to Scale Universal Design for Learning](#), 4/16
  8. [Playlab: Data Privacy, Trust & Safety](#) 4/22
  9. Plus, watch [recordings of past webinars](#). Additional recordings are available in the [Vision Resource Center](#), like the recent webinar on [Agentic AI](#).
  10. NEW: [AI Literacy for Educators: Supporting Student Success](#) (free self-paced course through CVC)

### c. Accessibility

- i. Committee members discussed [ESS 26-17: Accessibility Standards and Revised ADA Title II Regulations](#) – a memo from the CCCC that clarifies our responsibilities and implementation expectations. Essentially, anything online must meet web accessibility standards (WCAG 2.1 Level AA). For faculty, this includes all content in Canvas, whether your course is on campus or online, and includes publisher materials.
- ii. Kat and Wanda shared recent updates to [LPC's Web Accessibility webpage](#). It now includes a curated list of tools and training that can help employees meet the standards and is organized around common technologies used across our college (ex: Canvas, Office Tools, Website). They are continuing a "road show" to make sure people are aware of regulations + tools, including recent presentations for Managers, Classified Senate, and Flex Day. The District Accessibility Taskforce will begin meetings again later this month, where we hope to learn updates about our efforts to join an upcoming Accessibility Capability Maturity Model cohort.

- iii. Richard suggested building a webpage dedicated to ComplyBot; right now, instructors can find info on our AI Resources webpage and Accessibility webpage, but it may be helpful to give it more real estate on our site. Kat will add this to the project list.

**d. Merged Sections on Canvas**

- i. Due to time constraints, this item will be reviewed at the May meeting

**e. Regular + Substantive Interaction**

- i. Due to time constraints, this item will be reviewed at the May meeting

**f. Instructional Technology Updates**

- i. Due to time constraints, this item will be reviewed at the May meeting.

**7. New business**

**a. Student Online Learning Resources**

- i. Committee members briefly discussed plans to retire our “Quest” course, which had been built to help onboard students to online learning pre-Covid. The course is outdated and – especially in light of the spring accessibility standards – must be retired.
- ii. The new faculty contract specifies that faculty include a district-provided “How to Navigate Canvas” video or their own tutorial to help students get familiar with online learning. At the next meeting, members can weigh in on how we’d like to approach that, with a Canvas-created video or district/college-specific video.

**8. Information Items**

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

**9. Adjournment**

- a. Richard moved to adjourn the meeting; Stacie seconded. Meeting adjourned at 11:30 am

**10. Next meetings:**

- a. April 17<sup>th</sup> meeting replaced by the Reclaiming Joy conference
- b. Next regular meeting will be May 15<sup>th</sup>, 9:30 – 11:30 am, Room 2410 and Zoom