



Cañada DEAC Minutes

Wednesday, Nov 5 12:30p-1:15p

13-337 | Zoom Link

<https://smccd.zoom.us/j/83913362332?pwd=CsiN7o64pgjVbj3nkbM3jsXblssMEB.1>

Meeting ID: 839 1336 2332

Passcode: 592802

[Distance Education Plan](#)

[Faculty DE Handbook 2025-28](#)

<https://canadacollege.edu/deac/meetings.php>

First Wednesday of each month

https://smccd.zoom.us/rec/share/RsyJuW23PskyhFJKn_qiEN8pwuBCLjBAWtPCVHZuHGnPLd93m7iCPnGzuZz24HsY.oPbuJZdsE

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November 5, 2025

Agenda Item	Presenter	Time (min)	Notes
Welcome Introduce yourself and tell us what your group would like to see accomplished in this meeting.	All	10	Quick round-robin: Sarah Harmon (OERCC Program Manager), Allison (Instructional Designer), Student Rep (Steve Barneros), John Perez (Comm Studies), Julie Carey (HSS Rep/ESL), Jose Manzo (EOPS Counselor), Lindsey Irizarry (Instructional Technologist). Aims: Share DE Handbook (final/approved), discuss student support in Canvas (esp. ESL), request updates on AI/data privacy and CVC Exchange status, and note upcoming ZTC/LTC student affordability survey and Google/AI resource consolidation at the district.

DE Faculty Support Accreditation Prep Distance Education Plan	Nada and Anniqua	5	Faculty DE Handbook 2025-28 Communication • Faculty • Deans Assessment plan for the plan Qotl1 DE plan Summary.docx QOTL1_DEPlan_Summary_Presentation.pptx Faculty Distance Education (DE) Handbook 2025–2028 is a comprehensive guide developed by the Cañada College DE team to support faculty in delivering high-quality, equitable, and accessible online instruction. It provides policy guidance, teaching standards, and best practices for online and hybrid courses—covering Regular and Substantive Interaction (RSI) requirements, course approval processes, accessibility standards (Section 508 / WCAG 2.0), and copyright/fair-use compliance. The handbook outlines certification and training expectations (QOTL 1, 2, and 3 or equivalents), the Peer Online Course Review (POCR) process, and the technological competencies required for faculty teaching online. It also details how faculty can design courses aligned with the OEI Course Design Rubric, ensure DE Addendum approvals through Curriculum, and maintain re-certification every three years. The document emphasizes collaboration between the DEAC, Academic Senate, Instructional Planning Council, and the District DEAC, and it will be updated annually in coordination with Academic Senate to reflect evolving policies, technologies, and student needs
District DEAC Monthly meeting updates	Nada	5	Spring/summer QOTL dates are coming; ACCJC Canvas access permissions for reviewers are set; QOTL refresh is underway and QOTL3 is in early alignment; the ITS software-vetting form is long and may be streamlined and centralized. Faculty raised student data privacy with AI (especially for immigrant/ESL students). The group agreed transparency is needed; DTLC is revising the district AI page and the AI Community of Practice (incl. “ethics” strand) will produce guidance before/around January District Flex.CVC Exchange: no change—joining

			isn't a district priority yet and some backend systems must be replaced first; they asked counselors/faculty to forward concrete student use-cases to strengthen the case. Finally the district-wide ZTC/LTC affordability survey (to be pushed via Canvas and classes) and noted the Spring '25 ZTC/LTC student survey is fully analyzed and ready to share.
IPC feedback on program review	Allison	10	
Demo for supporting students using Canvas	Lindsey	15	
Future agenda items	Team		

- Post the DE Handbook to New Faculty Resources + Teaching Policies; coordinate with “handbooks” hub. Keep it static; track edits for the annual Senate update.
- Bring AI/data-privacy concerns (especially for undocumented/ESL students) to DEAC/DTLC and AI Community of Practice; publish clear, concise guidance.
- Explore streamlining the ITS software request workflow and avoiding duplicate campus requests.
- Collect and forward CVC Exchange student stories to district leadership.
- Promote Spanish Canvas guides, Chrome Translate, and Pronto workflows in the newsletter.
- Announce and boost participation in the district affordability (ZTC/LTC) survey.