



Cañada DEAC Agenda

Wednesday 9/3/25, 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](#)

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

First Wednesday of each month

Minutes September 3, 2025

[Recording](#) Passcode: 1hHNXa!a

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	<ul style="list-style-type: none">• Reconnect after a busy summer; treat this as a continuation of work.• Focus this fall: revisit DEAC plan, track milestones, complete DE Handbook updates, assess progress, and keep RSI momentum high.• Anniqua Rana (co-chair): framing objectives and process.• Sarah Harmon: now full-time OER/ZTC Program Manager (budgets, Banner/data, grant close-out and renewal).

			<ul style="list-style-type: none"> • Lindsey Irrizari: Instructional Technologist; facilitating QOTL this term. • Allison Hughes: Instructional Designer (back from partial leave); leading DE Handbook refresh and AI faculty call-out. • Terri Hannon: Instructional Designer (adjunct); formatting, video/editing from RSI showcase; AI research. • Emanuela Quaglia: Digital Art & Animation faculty; RSI summer project; division liaison. • John Perez: Communication Studies; tracking RSI + accreditation. • Jenni McGuire: QOTL support; new project in flight.
Review priorities for Fall 2025 DE Plan	All	5	<ol style="list-style-type: none"> 1. Handbook 2. Assesment 3. Artificial Intelligence (DEAC in collaboration with Academic Senate) 4. RSI
District DEAC Monthly meeting updates from 8/25	Nekrep	5	<ul style="list-style-type: none"> • QOTL 1 Fall 2025 (10/13 -11/23) • QOTL 2 Fall 2025 (10/20 -11/23) • QOTL 3 (warm-up before September meeting) • District-wide RSI Resource Sharing • Shared RSI resources across colleges; broad access has helped adoption. • Common Course Numbering: update CVC/OEI once CCN changes are finalized district-wide.

RSI update	Nekrep	10	<ul style="list-style-type: none"> • Fall 2025 Update • ~100 online instructors / ~200 online sections this fall. • Engagement rose from ~35% (end of AY 24–25) → 50% (RSI Showcase, July) → 60% (Flex, Aug) → 70% (Academic Senate) → ~90–92% now. • What counted as engagement: self-assessment by course, RSI Showcase (live/recording), Flex RSI sessions, micro-course, and 1:1 meetings. • Remaining gap: ~10 instructors need immediate outreach; interaction with students is already underway. • Division sharing: Emanuela (BDW) and John (HSS) will carry messages to divisions; email from Nada requested to forward broadly. • For the last ~10 instructors: ask deans (and lead full-timers for adjuncts) to do short, personalized nudges next week. • Bake RSI/DE expectations in assignment workflows • Use deans' spring schedules (finalizing soon) to pre-target spring online instructors with training and RSI setup guidance.
DE Handbook	Hughes	15	<ul style="list-style-type: none"> • Current draft - Google doc- Living document- • Two working versions exist (SharePoint & Google Docs). Decision: converge to the Google Doc as the living master and reconcile diffs from SharePoint. • Purpose: single, concise DE guide (DE addendum → accessibility), including training pathways and RSI expectations for onboarding and ongoing practice. • Timeline target: share a clean October draft with divisions; seek Academic Senate approval Oct/Nov (stretch goal: "Thanksgiving gift").

Reminder @ONE trainings	All		<ul style="list-style-type: none"> Course Listings
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Other topics:

Assessment

Artificial Intelligence (DEAC in collaboration with Academic Senate)	Discussion	15	<p>What role does DEAC play? Add AI trainings: demand is high; App One AI courses filling quickly—urge faculty to register ASAP.</p> <p>Next DEAC meeting: bring back assessment of the DEAC plan timeline + DEACs AI role.</p>
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- Email package to divisions (RSI status + survey link + support menu) • Nada • ASAP (this week)
- Personal outreach to remaining ~10 instructors • Deans (with support from FT leads) • Next week
- Handbook reconciliation (merge diffs into Google Doc) • Nada + Allison (+ Terri as needed) • By end of month\Academic Senate: place RSI resolution on next agenda; circulate draft for sunshine • Allison (email Gampi) • DONE
- Division talking points for Friday (BDW; HSS rescheduled) • Anniqua/Nada to package; Emanuela/John to deliver • This week
- Newsletter blurb celebrating 90% RSI and next steps • Anniqua/Nada • This week
- QOTL/AI sign-ups reminder to divisions • All reps • This week