

Tuesday, March 4, 2025

2:10pm - 3:30pm

Sequoia 13

Members present: Elise Baker, Francisco Castillo, Carinne Knight, Linda Del Rio, Jeremy Tierce, Stephanie Collier, Kristi Hodges, Michelle Bolt, Elizabeth Dilbeck, Brianda Louro

Membership

Elise Baker (Co-chair, Distance Ed)  
Dr. Francisco Castillo (Co-chair, Dean)  
Lyndsi Litten (AAC)  
Brice Nakamura (English)  
Carinne Knight (Fine Arts/CTE)  
Kristine Hodges (Counseling)  
Stephanie Collier (Math)  
Linda DelRio (Social Science)  
Dr. Mai Soua Lee (Library)  
Allison Ferry-Abee (Agriculture)  
Michelle Bolt (Physical Education)  
Elizabeth Dilbeck (Allied Health)  
Brianda Louro (Adjunct)  
Jeremy Tierce (LMS Admin)

Student Representative

vacant

2024-2025 Initiatives

- ✓ Update DECOS By Laws
- ✓ Create Accreditor's Handbook
- 3. Establish systems and infrastructure to support new online training requirements established in COSTA & COSAFA CBAs.
- 4. Develop and publish clear definitions for teaching modalities
- 5. Conduct business related to ACCJC Accreditation
- 6. Conduct routine business

Representative Vacancies

Business  
Consumer Family Studies  
Industry & Technology  
Science

**Minutes**

1. Call to Order – 2:12 PM
2. Public Comments
  - a. On-agenda items - none
  - b. Off-agenda items –
    - i. Solicit division feedback on Turnitin AI Detector 2<sup>nd</sup> yr purchase. Year 1 was a pilot.
    - ii. DECOS Resolution on Reporting Structure heads to Senate next week
    - iii. Effective October 1, 2025, all Zoom recordings created before July 31, 2024, will be deleted from COS user accounts. Deleted recordings will be stored in the Zoom “trash” folder for 30 days, during which they can be retrieved. However, after this grace period, recordings will be permanently removed and inaccessible. COS Zoom users are advised to proactively delete any unneeded Zoom recordings and transcripts. To safeguard recordings and transcripts you may need for future reference, please move them to alternative long-term storage resources like Canvas Studio or download.
3. Action Items
  - a. Approved: February Meeting Minutes w/ one correction. “Not” be corrected to “Now”
4. Information
  - a. 5C Adopted Distance Education Definitions for Title 5
    - i. Committee asked to review and bring feedback in April.
  - b. Proposed Framework for Peer Review Process
    - i. Committee asked to review and bring feedback in April.
5. Discussion
  - a. Proposed amendment to both External Course List and Rubric (Elise Baker)

- i. Need to specify a date based on when major Title 5 changes went into effect Summer 2023.
    - ii. Committee agreed that training completed before those changes would not include RSI, which is a legal and accreditation requirement.
    - iii. August 2023 approved as cut-off date.
    - iv. Moved to action, approved.
  - b. Initiative 3: External DE Certification Course Approval Process (Elise Baker)
    - i. Stephanie recommended standardizing what the documents are called across all 3 documents in this certification pathway. This was done.
    - ii. Elise suggested removing the word “equivalency” since that word refers to a different process at COS.
    - iii. Moved to action, approved.
    - iv. All 3 of these documents will go to Senate next week.
  - c. Banner pop-up for online registrants (Kristi Hodges)
    - i. Counseling has identified a gap in communication for students registering for online courses. There used to be a pop-up alerting them to required tech and materials, which is no longer active due to the upgrade to Banner 9 software.
    - ii. Committee discussed the difficulty in finding course orientation materials for any modality.
    - iii. Kristi will talk to Regina Trevino to determine what kind of messaging/confirmation/emails students get after registering. Perhaps something can be added there based on modalities registered for.
    - iv. Committee also discussed adding something within Class Search.
    - v. Determined this was something that is outside of DECOS’ scope to remedy, and should be brought to Dean of Tech, IT, and Technology committee, and possibly Scheduling.

6. Adjourn