

Merritt College DE Committee

Meeting Minutes

[May 13, 2026]

[9:00am-10:30am]

[Room S-106]

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Erik Johnson, Chair	X	Brielle Erike
X	Adoria R. Williams		Jayi Thompson
X	Arja McCray	X	Lisette Dominquez
	Monica Landeros		
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
AGENDA ITEM	DISCUSSION		ACTION
I. Call to Order	Meeting called to order 9:10 am Meeting began without quorum; quorum was established shortly after.		
II. Adoption of Minutes	Approval of April 2026 meeting minutes M/S/V: Dominquez/Williams/Unanimous		
Approval of Agenda	Approval of agenda M/S/V: Dominquez/Williams/Unanimous		
III. Public comment	None		
IV. Canvas Outage Updates	The committee discussed the recent national Canvas outage and its impact on faculty and students. Concerns were raised about faculty relying solely on Canvas as a repository for course materials. Discussion focused on: • Encouraging faculty to maintain backups of course materials (e.g., course exports, local files) • Promoting simple guidance for exporting Canvas courses (cartridge downloads) • Developing short instructional videos and written guides for faculty • Broader need for multi-platform backup strategies beyond Canvas exports • Limitations of cloud-based systems and need for redundancy		Follow-up: • Develop and distribute short instructional training video(s) on course export and backups • Share best practices for maintaining course materials outside Canvas • Revisit broader backup strategy discussion in future meetings

V. August FLEX Workshop	The committee discussed planning for the August Flex Day workshop. Key components proposed: • Overview of the DE Committee and its role • Faculty Resource Canvas shell overview • Emphasis on RSI and Title II accessibility requirements • Strategies to increase faculty awareness and participation • Promotion of professional dev. opportunities (e.g., @ONE) Additional topics: • AI overview (basic concepts, benefits, and limitations) • PlayLab session (Brielle leading) • Potential inclusion of OER/ZTC overview • Need to clearly communicate urgency and expectations to faculty Concerns raised: • Lack of district-wide guidance on AI • Need for leadership-level messaging • Importance of clear, practical resources for faculty	Follow-up: • Erik and Brielle to divide workshop responsibilities (overview vs. practical resources) • Consider inviting additional presenters (AI basics, OER/ZTC) • Finalize workshop structure and content
VI. Accessibility / Title II Faculty Survey	Proposed faculty survey to assess knowledge of accessibility requirements (e.g., captioning, alt text, color contrast). Discussion outcome: • Strong concern about effectiveness of surveys • Feedback that existing surveys are often poorly designed and underutilized • General consensus that faculty already lack sufficient knowledge in this area Recommendation: • Shift from surveying to direct support and training • Provide step-by-step guidance and targeted resources instead	Follow-up: • Focus on creating and distributing accessibility guidance training materials (videos, workshops, etc.)
VII. End of Semester Wrap-Up / Faculty Announcement	Discussion of end-of-semester communication to faculty. Content to include: • Grade submission reminders • Communication expectations with students • Course closure procedures • Guidance on handling student inquiries and grade disputes Approval to send faculty reminder email: M/S/V: Dominguez/McCray/Unanimous	Follow-up: • Erik to send end-of-semester checklist email to faculty

VIII. Online Education Student Support	Planned student survey to gather feedback on online learning experiences. Purpose: - Identify issues such as lack of instructor communication or unpublished courses - Improve student support and awareness of reporting channels Discussion points: - Difficulty obtaining reliable data on non-responsive instructors - Need to improve communication pathways for students - Consider using Canvas global announcements to reach students - Potential use of incentives (e.g., raffle) to increase participation Concerns: - Limited ability for department chairs to proactively identify issues - Need for broader institutional communication strategies	Follow-up: - Develop student survey - Explore Canvas announcements as primary distribution method - Consider incentive-based participation strategies
IX. Announcements	Appreciation expressed for committee members' work throughout the semester	
I. Adjournment	Meeting adjourned at 9:43 am.	