DE Committee Meeting Minutes

[October 14th, 2025]

[9:00am-10:30am]

[Room S-106]

Zoom: **https://peralta-edu.zoom.us/j/86914590907**

[Recording](#)

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		Brielle Erike
X	Adoria R. Williams	X	Jayi Thompson
X	Edwin Towle		Lissette Dominquez
X	Monica Landeros		Paige Anderson
X	Arja McCray		Monica Ambalal
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Lisa Cook, VPI		

AGENDA ITEM	DISCUSSION	ACTION
I. Call to Order	**Called to order 9:21 AM**	
II. Adoption of Agenda	Motion to approve the Oct 14, 2025 agenda	**M/S/V:** McCray/Landeros/Unanimous
Approval of Minutes	Approval of September 9, 2025 minutes	**M/S/V:** Williams/Landeros/Unanimous
III. Public Comment		
IV. Standing Items	**4a. AI Syllabus Boilerplate (Three tiers: Restricted, Hybrid/Limited, Permitted)** • Purpose is optional template language, not a mandate. • Feedback: include customizable "consequence" bracket rather than declaring automatic academic-integrity violations; provide concrete examples of allowed uses; clarify distinction between AI use and plagiarism; ensure disclosure/citation guidance for AI-assisted work. • District DE is exploring an AP on AI; examples referenced from other colleges. **4b. AI AP Draft (Information only)** • District-level AP on AI in early development; any formal policy will move through shared governance. • Syllabus Language (optional): Three copy/paste templates—*Restricted, Hybrid/Limited, Permitted*—plus edits to use "may be a violation" and **[insert**	**Action:** Erik to refine boilerplate text, add examples & fill-in fields; circulate draft for Nov approval & broader sharing via CDCPD & faculty list. **Action:** Erik to refine & circulate language, take item to Dist. DE & CDCPD in Nov; return a cleaned draft for

	consequence]; encourage assignment-level directions, disclosure, and citation of AI-assisted work.	committee feedback/possible approval at the Nov meeting.
	4c. Faculty AI Survey (draft)	
	• Add items: discipline; beliefs on AI's impact on critical thinking and faculty roles; training on citing AI-assisted work; necessity of teaching responsible AI; interest in a 4-week Merritt AI course; preferred PD formats. • Survey intended to inform PD and advocacy.	**Action:** Erik to share examples and DOS resources**;** revise & circulate survey; committee to edit. Final draft for Nov approval.
	4d. Regular and Substantive Interaction (RSI)	
	• RSI survey draft reviewed; goal is to measure channels and frequency of instructor-initiated interaction across modalities and capture challenges and PD needs. • Proposal: random sample review of ~20 courses to assess RSI presence; use findings to guide PD and accreditation readiness. • Encourage department chairs to advocate for AI/RSI PD in program reviews; Academic Senate reporting will be used to amplify needs. • VPI Cook will coordinate Nov. CDCPD agenda so DE item precedes admin report and explore adding an ASMC student update.	**Action:** Erik to present at CDCPD and MCAS; will add "communication plan" question to RSI survey; bring both survey drafts back in Nov for 2nd reading & approval. **Action:** VPI Cook to coordinate CDCPD agenda order & possible ASMC segment.
V. New Business	**5a/5b. Student Support: Global Canvas Announcement and ASMC / Student Outreach**	
	• Create a first-week banner for students whose courses do not appear on the Canvas Dashboard. • Include Dean's Office contact information rather than routing to individual faculty or chairs; coordinate posting with IT.	**Action:** Erik to draft announcement w/ clear steps & Deans' contacts info; consult IT on timing for semester & late-start weeks; bring draft for Nov. approval.
	5c. Online Training Development	
	• Plan an online development training sequence for upcoming Flex; collect faculty use-cases and practices during survey process.	**Action:** Track suggestions for a future AI workshop; align with PD scheduling.
VI. Announcements	**6a** Captioning & DECT Grant Application	**Action:** None.
VII. Adjournment	Meeting adjourned at 10:48 AM.	