Distance Education Standing Committee

The Distance Education Committee makes recommendations on college-wide planning and accreditation issues related to distance education activities.
The specific tasks of this committee are:
• Review and evaluate campus-wide student success and equity data related to distance education
• Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College
• Provide guidance on professional development activities related to distance education
• Monitor and document compliance with accreditation standards and state and national regulations

Minutes
November 25, 2015
2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Jennifer Goetz Lee Ballestero		Dean	Amanuel Gebru	
Athletics, Arts & Institutional Effectiveness	Tim Samoff		Instructional Technologist	Tracie Bosket	
	Allison Slade		ACCESS	Sherry D'Attile	
Behavioral & Social Sciences	Cynthia Barnett/Ray Zhang		Student Service Council	Jesus Vega	
	Leann Mulville/Rex Edwards		Associated Students	Patrick Nordstrom	
			DE Coordinator	Joanna Miller	
Business, Science, and Child Development	Cynthia Sheaks-McGowan		GUESTS: Welcome! Please Sign In		
	Josepha Baca/Ed Garcia				
Enrollment Services, Health & Life Sciences	Janna Johnson				
	Rachel Messinger				
Languages & Learning Resources	Beth Gillis-Smith				
	Diane Scorfano/Perry Bennett				
Mathematics & Physical Sciences	Cynthnia Reed				
	Martin Chetlen				
Performing Arts & Student Life	John Loprieno				
	Laura Gentry				

TODAY'S HANDOUTS	Meeting Calendar 15 - 16 4th Wednesday 2:30 in A-138	Topic	Meeting Calendar 15 - 16 4th Wednesday 2:30 in A-138	Topic
Best Practices; Student Services list	~~8/26/2015~~		1/27/2016	
Accreditation gaps	~~9/23/2015~~		2/24/2016	
Success and Equity Data	~~10/28/2015~~		SPRING BREAK!	
Update on Substantive Change/State Authorization	11/25/2015		4/27/2016	

AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Moved;' Cynthia Barnett Second: Tracie Bosket	Approved
2. Best Practices—addition of ACCESS section only	Reviewed changes from ACCESS	
3. Widget Discussion	Will take a version of old and new widgets to SSC (Traci)	Widget will be taken to next SSC meeting (Traci)
4. Development of a readiness assessment for students taking DE classes/Counseling Examples: http://apps.3cmediasolutions.org/oei/	Traci Allen from Counseling discussed students perspectives of online classes. Students ask: • What are online classes like? • What is the expectation for online classes? Concern: Some schools (USC/USD) are not accepting online classes in the major. Ideas: Handout for counselors "top 10 things that students should know before taking an online class" Patrick: Video/PSA of what it is like to take an online class—is there a way to make sure it pop-ups for student who are taking their first online class Being clear in the Banner notes of if there is an orientation Create a 'demo' class for Counselors to access Can DE be part of a Counseling/College Skills class? Or its own class? Workshop during registration time? Peer counseling for DE specifically	Follow-up on the video idea Work on handout for counseling
5. Results of online 'audit' and DE's presence online	Reviewed audit of websites with DE info	
6. Professional development and examples of best practices	Tabled	
7. Announcement: **Spring 2016 Help Desk Hours** • Monday: 10:00am – 12:30pm; 3:30am – 6:00pm • Tuesday: 8:30am – 9:30am; 11:30am – 12:30pm • Wednesday: 10:00am – 12:30pm; 3:30pm – 6:00pm • Thursday: 8:30am – 9:30am; 11:30am – 6:00pm		
8. Annoucements/Comments Adjournment at 4:00 p.m.		