

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 April 27, 2016 2:30 PM – 4:00 PM, A-138

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

Meeting Calendar 15 - 16 4 th Wednesday 2:30 in A-138	Topic	Meeting Calendar 15 - 16 4 th Wednesday 2:30 in A-138	Topic
8/26/2015	Best Practices; Student Services list	4/27/2016	Institution Set Standards
9/23/2015	Accreditation gaps	2/24/2016	Website presence/update
10/28/2015	Success and Equity Data	SPRING BREAK!	
11/25/2015	Update on Substantive Change/State Authorization	4/27/2016	Goals/transition to Canvas

AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Minutes were reviewed and approved with the following changes: Ruth Bennington will replace Josepha Baca as the representative for Business. There was one abstention.	Meeting began at 2:26 p.m.
2. Student Services Survey and DE (Lee)	The 2016 Student Services Survey will include information for DE. For the survey, a DE student is defined as having taken a “fully online” class. Concern expressed for clarification of “fully online” class. Students should be offered options for “fully online”—1) never met on campus or 2) met several times. Additional survey questions were suggested: how did you do in the online class? Or compare end result—how do you feel you did in online classes—better or worse than on-ground classes, same as on-ground, or no comparison—I don’t take online classes. The survey will be administered beginning on May 1 st to students who were registered in the Fall and Spring semesters. It will be open for 3 weeks. Gift cards will be awarded to increase response rates. Data will be available in the fall.	
3. DE Videos-update	The video will be orientation based. Funding will be through either student success or equity. It will address stereotypes vs reality for online classes, and will include information on how to be successful in online classes.	
4. Canvas training-feedback from the March and April trainees (Lee and Tracie) <ul style="list-style-type: none"> June training-email Jennifer (include discipline and the semester in which you want to use Canvas) 	There are a number of issues in quiz tools—not case sensitive (codes that are case sensitive), there is no partial credit on multiple choice, it also does not provide the option of keeping ‘all of the above’ options in the correct slot if answers are randomized. There are problems exporting quizzes, export to Resondus, best to build from scratch. Suggestions made to create wiki or Google doc. There are importing issues. Training is great. Canvas is user friendly from the student perspective. Works well with pedagogy. It was less on Canvas, more OEL based. Instructors need specific Canvas explanation, e.g. Gradebook, quizzes, and student tutorial is beneficial. Sessions in summer for training. Monday sessions were helpful. Revisit webenhanced classes in the fall.	Email problems and possible solutions to Tracie.
5. Accreditation and online access (Lee)	Accreditation is scheduled in the last week of September. The accreditation team will have access to every course offered in the fall at the end of September.	
6. Review goals from this year/Survey	Handout distributed and reviewed.	New goals will be established at the next meeting in August.
7. Announcements:	Standing committee surveys distributed. Completion of surveys requested.	
8. Comments Adjournment at 4:00 p.m.	Dean Gebru acknowledges committee contribution and participation. Meetings will be held on the same day/time next year, beginning in August.	



MOORPARK COLLEGE

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GOALS 2015-2016

#	GOALS	ACCOMPLISHMENTS
1	Expand knowledge about ACCESS requirements; provide opportunities to inform faculty of ADA requirements in DE courses and research support opportunities to help faculty make classes ADA compliant	Completed: Hosted a variety of Flex presentations Ensured that the Best Practices document contains ADA language Had vision-impaired student worker from ACCESS demonstrate screen-reader software
2	Expand professional development opportunities	Completed: Offered a variety of Flex opportunities in August, fall and spring semesters Helped organize and participated in the first DE District Summit
3	Review accreditation gaps and continue to monitor accreditation requirements	Completed: Discussed DE's role in the Mission of the college. Reviewed benchmarks for the college and discussed DE's role.
4	Analyze Student Success and Equity data, identify gaps and make recommendations to close the gaps	Completed: Analyzed success and retention data and identified gaps
5	Contribute to the development of a vision for the DE program	Continuing: Will roll over as a goal for next year
6	Become more informed about Canvas and the potential change in course management systems within the District	Completed: Committee discussed and voted to approve move to Canvas Faculty piloted the March and April Canvas trainings
7	Research DE programs at other institutions to learn more about Best Practices	Completed: Used research as basis for DE Best Practices.
8	Recommend a Best Practices for faculty document	Completed: Approved by the DE committee and the Academic Senate