

## Distance Education Standing Committee

### Moorpark College's Mission Statement

*With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

### Committee charter:

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 January 24th, 2018 2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
<b>Co-chairs</b>	Jennifer Goetz Rachel Messinger	X X	<b>Dean</b>	Karen Rothstein	X
<b>Athletics &amp; Institutional Effectiveness</b>	Allison Slade		<b>Instructional Technologist/Designer</b>	Tracie Bosket	
			<b>ACCESS</b>	Matthew Spinneberg	X
<b>Social &amp; Behavioral Sciences</b>	Matthew Morgan Rex Edwards		<b>Student Service Council</b>	Traci Allen	
			<b>Associated Students</b>		
			<b>DE Coordinator</b>	Joanna Miller	X
<b>Business, Child Development, &amp; Student Engagement</b>	Ruth Bennington Danita Redd	X X	<b>GUESTS: Please Sign In</b> Dave Anter attending for Traci Allen Nenagh Brown		
<b>EATM, Life &amp; Health Sciences</b>	Jana Johnson Ashley Vaughan	X			
<b>Languages &amp; Learning Resources</b>	Diane Scrofano	X			
<b>Mathematics &amp; Sciences</b>	Brendan Purdy				
<b>Arts &amp; Communications</b>	Becky Brister Laura Gentry	X X			

Meeting Calendar 17-18 4 <sup>th</sup> Wednesday 2:30 in A-138	Topic	Meeting Calendar 17-18 4 <sup>th</sup> Wednesday 2:30 in A-138	Topic
8/23/17	Set goals, formed workgroups	1/24/2018	
9/27/2017	Finalized goals, OEI, OER	2/28/2018	
10/25/2017	ALLY demo	3/14/2018	
11/29/2017	DE PD funds	4/25/2018	

## *Distance Education Standing Committee*

### **AGENDA**

<b>Topic</b>	<b>Discussion/Comments</b>	<b>Action</b>
1. Welcome & approval of minutes	Meeting began at 2:35 p.m. Introductions were made, welcome new dean, Karen Rothstein, to committee. Minutes were reviewed. Matthew Morgan will no longer be able to participate because he has a schedule conflict.	Motion to approve minutes by Ruth Bennington and seconded by Diane Scrofano. Minutes were approved with one abstention, Karen Rothstein
2. Issues with Canvas	Ashley Vaughn asked if email sent through Canvas automatically gets sent to vcccd email addresses. Danita Redd said she uses the roster email addresses.	
3. OEI Consortium update	Joanna Miller spoke briefly regarding the Online college that the governor would like to have funded. Questions were raised about how this would affect local colleges' enrollments.	
4. OEI Rubric Adoption	Joanna reviewed the OEI Course Design Rubric, next meeting to consider adopting the design rubric. A letter of interest to join OEI has been submitted, an implementation team will be meeting, conversation with Ventura College has been made regarding implementation	Handouts distributed: Course Design Rubric and Design to Align
5. Use of Professional Development Funds update	Design to Align handout outlines Faculty Online Coaching. Faculty coaches will receive an honorarium of \$1000 each using DE professional Development funds. Four or five faculty have agreed to be coaches. The Design to Align group would like to have 5 courses ready to submit to the OEI course exchange by Fall 2018. They are accepting people for the next cohort group. Some of the funds will be used to send 5 coaches to the Anaheim conference.	
6. DE Summit	Moorpark College is hosting the DE summit this year on March 2 in the EATM auditorium. There will be a welcome video, a student panel, 3 minute showcases, accessibility questions will be answered, and the instructional designers will have an area to videotape. A zoo tour may be included.	
7. Comments:  Adjournment at __4__p.m.	Jennifer announced there will be another Camtasia training; those who attend will receive a certificate. Matt Spinneberg recommendations: VNDA (nonvisual Desktop Access) free screen reader that enables blind and vision impaired to use computers. ABBYY FineReader for accessible PDFs. Accessibility resource: cccaccessibility.org, Sean Keegan, director.	