

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

March 14th, 2018

2:30 PM – 4:00 PM, A-138

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

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

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AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	<p>Call to order at 2:45.</p> <p>TB moves to approve the minutes with corrections, DS seconds. Unanimous vote to approve seconds.</p> <p>Discussion of Best Practices Document – OEI Rubric Public: AS Senate endorsement and approval of the OEI Rubric as a campus-wide Best Practices Document for online teaching</p>	
2. Issues with Canvas	Skipped due to time constraints.	
3. DE Coordinator update	Candidates have applied and are being interviewed.	
4. Common language and presentation for DE scheduling and registration	<p>Improve clarity of language so that students understand the difference between “fully online” and “hybrid” classes. If you search for online classes, both fully online and hybrid classes come up. Students must click on the link to course details to see whether an online class has on-ground meetings.</p> <p>“The flag”...confusion regarding icons (Matthew)</p> <p>Suggestion: A welcome letter should be sent with the course schedule.</p> <p>Suggestion: A generic welcome letter is sent telling students to click the CRN for details when they sign up for an online or hybrid class.</p> <p>Suggestion: Course details show up immediately in Portal under the course icon.</p> <p>Suggestion: Clarify the wording</p> <p>Suggestion: Add more categories: “Fully online”, “primarily online with some on-ground”, “primarily on-ground with some online”, “fully on-ground”</p> <p>BB: fully online, partially online, online with on-ground meetings DS: If you search for online you get hybrid course LG: Use of icons RB: Online with # of on-ground meetings DS: online, online with 5 or more on-ground meetings, online with 5 or fewer on ground meetings AV: Fully online, primarily online with some on-ground, primarily on-ground with some online, fully on-ground; hybrid A and hybrid B</p>	<p>LG motions and AV seconds to create four course categories:</p> <ol style="list-style-type: none"> 1. Fully online 2. Fully on-ground 3. Primarily online 4. Primarily on-ground <p>...Unanimous vote to approve the motion.</p>
5. Proposal for Distance Education Program Plan	Further discussion recommended for next meeting.	
6. Guided Pathways	Consider creating fully online programs for some majors.	

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7. Announcement about DWDE Committee	Formalization of District DE Committee in process.	
8. Proctorio demonstration (time certain at 3:30 p.m.)	Students must have a web cam and ID in order to use Proctorio. Proctorio only runs through the Chrome browser.	
9. Comments: Adjournment at _4:00__p.m.		