*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**

**April 25th, 2018**

**2:30 PM – 4:00 PM, A-138**

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

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| **Meeting Calendar 17-18**  **4th Wednesday 2:30 in A-138** | **Topic** | **Meeting Calendar 17-18**  **4th 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~~ Proctorio Demo |  |
| ~~11/29/2017~~ | DE PD funds | ~~4/25/2018~~ Goals and Accomplishments |  |

**Minutes**

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| **Topic** | **Discussion/Comments** | **Action** |
| 1. Welcome & approval of minutes | - Last meeting of the semester  - Committee reviews minutes to see if any changes | RB moves to approve the minutes  DS seconds  All in favor, no oppositions or abstentions |
| 2. Issues with Canvas | Canvas is not showing captions for online videos; Instructors must host the video on 3C, or burn them onto the video (open captions). |  |
| 3. DE Coordinator Announcement | Laura Gentry elected as the new DE Coordinator  We have been accepted into the new online education initiative  March 38…RFA…”for the OEI consortium, there should be 20 seats per course”…we have signed up for 5 seats, nothing has changed so far   * Question: “will the College in the Clouds make the OEI irrelevant?” The OEI is more oriented towards general education. College in the Clouds is aimed towards serving disenfranchised populations…$20 million divided between OEI and “College in the Clouds” * Will the “115th” be absorbed by the OEI, or vica versa * New name…OEI is becoming CVC Online California College (OCC) * Will this pose a marketing problem for Moorpark College’s online program? * Online education is not a cure-all for the equity defecit * In each course section offered through the CVC…20 seats available * Identify 100% certificates of completion/transfer degrees * All 33 colleges who applied were accepted |  |
| 4. Protorio Demo Discussion | Ian would like to speak with RM next week. We would like several more demonstrations to ensure that there are no violations of students’ privacy. What if students do not have Chrome or a webcam? In the requirements for the class, a webcam should be listed as a course material.   * Proctorio uses keystroke recognition to verify student’s identity * Students must show an official ID | Feedback – Concern…need to learn more about Proctorio’s data collection process; this must be reviewed by a larger forum |
| 5. District DE Committee | AGENDA ITEM – DE Advisory Committee   * What percent of courses are mandated to be online * Do the colleges or the district have the final authority * Ciriculum development is the prevue of individual colleges, not the district * How much autonamy are individual colleges entitled to? * The group is advisory, ultimately they cannot tell faculty what to do…three faculty representatives from each campus will be sent to the meeting * The decision is not final…we want to add a phrase about primacy * “support” rather than “provide” student success * First Wed of the month, 4-5:30, beginning in September, not every month   Perhaps we could hold a “Zoom Meeting”  Nina’s suggestion:  “The Moorpark College DE Committee welcomes the creation of the Districtwide DE Advisory Committee and recommends that at its first meeting its membership reworks the draft charter to ensure it reflects both college authority and faculty purview in all academic and professional matters.”   1. 10+1 from each of the colleges 2. Rachel, Laura, and Dianne, plus Ruth and Beky as alternates | Vote in favor of the committee, but against the current charge and membership:   * RB first * BB seconds   RM opposes (only vote in opposition) |
| 5. August Flex—DE Professional Development Day | Dianne suggests Zoom at the DE  For the first flex day (Tuesday the 14th):  Track A   * Canvas basics * Canvas power user part 1…talk to Rachel or Laura * Power user part 2 * Zoom   Track B   * Integrity and Ethics in DE * OEI…design to align * Accessibility of docs, ppts, alt text, etc. |  |
| 6. Goals and Accomplishments | Some course shells have a test student, others do not.  - Student view is different than the test student  1. We explored it, but did not reach a decision.  2. Accomplished  3. Accomplished  4. Canvas training and Design to Align…people are less likely to attend professional development unless it is a flex day, or there is an incentive. The distance education sends out monthly DE tips and tricks for teaching online.  5. Accomplished.  6. Accomplished. We voted on a recommendation…  7. There were trainings in the fall semester to assist evaluators on effectively evaluating online classes.  8. Redundant.  9. We explored it, it should be under the prevue of the Equity Committee as well. | Vote to approve the goals:   * TMB moves * BB seconds * All in favor, no abstensions or objections |
| 7. Committee Survey | Every two years, there is a committee evaluation directed by Lisa Branton. |  |
| 8. Comments:  Adjournment at \_\_4\_\_p.m. |  |  |