

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

November 28th, 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	
Student Health, Athletics, Kinesiology, ACCESS & Math	Claudia Gutierrez	X	Instructional Technologist/Designer	Tracie Bosket	X
			ACCESS	Matthew Spinneberg	X
Social & Behavioral Sciences	Brian Herlocker Rex Edwards		Student Service Council	Dave Anter	X
			Associated Students	Sonali Murugan	
			DE Coordinator	Anasheh Garabighi	X
Business, Child Development, & Student Engagement	Shannon Macias Daniel Aguilar Danita Redd (alternate)	X X	GUESTS: Please Sign In Linda Kennedy Jenna Patronete		
EATM, Life & Health Sciences	Jana Johnson Ashley Vaughan				
		X			
Languages & Learning Resources	Diane Scrofano	X			
Physical Sciences & Career Ed					
Arts, Media & Communications	Becky Brister	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
08/22/18	CVC-OEI, online enrollments	1/23/19	
09/26/18	CVC-OEI, initial goals	2/27/19	
10/24/18	DE Program Plan	3/20/19 (location TBA)	
11/28/18		4/24/19	

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AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes		DS moves to approve. DR seconds. All vote aye except TB nay and DA, JP abstain.
2. DE Class Surveys	Will be looked at by Gwen at the Chancellors office and Rachel is assisting in taking leadership of Course Climate i.e. how it's supposed to work and how to improve. The notification aspect, or lack there-of, is put on HR because it is part of the evaluation process.	
3. CVC-OEI Rubric and Evaluations	Faculty shown the OEI rubric after their evaluation and told how or where to change. They should not be given score of unsatisfactory or needs improvement because we just adopted the OEI rubric. Jennifer has a handout on Evaluating Faculty in the Online Environment. A comment was made to include department chairs in conversation regarding the move towards OEI.	
4. Goal and Accomplishments	List completed	AV moves to approve. BB seconds. All vote aye.
5. DE Program Plan	Meeting set for January. Moorpark College is #3 in success rates in the state for fully online courses. We discussed the low success rates in hybrid courses. Rachel mentioned the "all or nothing" versus "I teach you this and you learn that" approach. Danita mentioned the presence isn't there. Jennifer said we may need to rethink the evaluation process.	
6. CVC-OEI Next Steps	Townhall meeting occurred. Tracie and Anasheh are both meeting on how to roll out the process to put courses onto the exchange.	
7. Design-to-Align		
8. Changes to Zoom recording options/Ally pilot group	Shannon brought up how it's dangerous when Zoom default settings are changed mid-semester. Tracie commented that Zoom users can choose to save file in local drive or on the cloud. Becky, Ashley, Rachel, and Diane are willing to be part of the Ally pilot group. The Ally pilot group will use the already created DE Canvas shell to provide Tracie feedback relevant to training purposes. There is an accessibility score in Ally, but faculty cannot be evaluated by this score.	
9. Report from DDEAC/ITAC; ITAC Membership; Feedback for the Next Meeting	Discussion has began regarding changes to the contract. Meeting is Friday March 15 th .	
10. Professional Development Funds for DE	The question of what kind of professional development would be beneficial to spend the monies on came up. As we have people coming out of CVC-OEI, as mentors could be paid. Upcoming conferences are the Online Teaching Conference June 17-19 in Anaheim and Instructurecon July 9-11 in Long Beach.	
11. Comments:		
Adjournment at 4 p.m.		