# AS Council Standing Committee Reports May 5, 2020

## Distance Ed committee – Co-Chair: Shannan Macias

Met April 22, 2020

* Mary Rees thanked the DE Committee for its commitment the needs of the campus and providing student support. Summer is already online, with a few exceptions. 12/30 deadline to make all actions needed to make courses online. Requesting list of classes that could be hybrid and if able, online in case of an emergency. If a class would not be able to be taught completely online, requesting information from faculty as to why not.
* Next year's meeting dates approved: 8/26, 9/23, 10/28, 11/18 (Avoid Thanksgiving week), 1/27, 2/24, 3/24, 4/28
* DE Committee Charge, Minutes, and 19-20 Goal Accomplishments completed, reviewed, and approved.
* Close to becoming a POCR certified campus: 3 classes required sent to state review. 7 more classes in the campus review process, should be ready in three weeks.
* Instructional Technologists update: Current Canvas Certification Training – 62 faculty, Next Canvas Certification Training – 78 faculty, Multiple training sessions continue for faculty/staff.
* OTC online only now and free. Check OTC website for new registration, will need to request refund if already paid.
* Math instructor presentation/suggestions regarding online orientation letter available from class listing. DE Committee voted to support pushing forward to District for needed approval.

## SEA Committee – Co-Chair: Trulie Thompson

Met April

* Community Check-in
  + Representatives shared feedback of their status at this time
* Student Equity 2017-2019 unspent funds (Total amount: $94,926.47)
  + $94K was original Learning Support Advisory Committee monies (now LSAC but previously Basic Skills) returned back to us, Learning Support Advisory Committee recommended that it be used to fund their original requests for staffing, supplies, equipment, and furniture
  + VP Jennifer Clark presented information on available SCFF one-time funding (approx. $2 million) that administration is proposing be used for the LSAC requests
  + Administration recommended we use the unspent $94K for emergency student funding instead
* Committee Goals and Accomplishments
  + The Committee reviewed its goals for the year and identified that all were met, which the Committee was quite proud of:
    - Complete the 2018-2019 SEA Annual Report
    - Use data to initiate strategies for improvement
    - Clarify and streamline the process of budgetary requests for SSSP, BSI and Equity funding
    - Support Open Educational Resources (OER) and ensure that students have access to programs with little or no costs
    - Support the design and implementation of Guided Pathways at Moorpark College
    - Increase communication to faculty of SSSP, BSI and Equity best practices
    - Support the Basic Needs Workgroup and the feasibility study for a Basic Needs Student Center
    - Review the Making Decisions Document as it relates to SEA Standing Committee
* SEA Committee Evaluations
  + Members were encouraged to complete an online evaluation of the Committee’s work at <https://ventura.co1.qualtrics.com/jfe/form/SV_bf37KcK2pnuVa5f>

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| [Online Survey Software | Qualtrics Survey Solutions](https://ventura.co1.qualtrics.com/jfe/form/SV_bf37KcK2pnuVa5f)  Qualtrics makes sophisticated research simple and empowers users to capture customer, product, brand & employee experience insights in one place.  ventura.co1.qualtrics.com |

* Final Remarks
  + To close the meeting, many representatives shared highlights and positive news including a robust tutoring program, our exciting FYE program, increasing critical Health Services (mental health appointments)

## F/T CAP – Co-Chair: Norm Marten

Met April 29, 2020

* F/T CAP had a special meeting on Wednesday (4/29) for a first reading of PAWG and TRAWG requests.
* Nenagh requested permission to bring the product of the first reading to Senate as a "draft" next Tuesay.
* The special meeting will allow us to have a second reading and vote of PAWG and TRAWG requests in our final May meeting.

## Curriculum Committee – Co-Chairs: Letrisha Mai & Scarlet Relle

Met April 21, 2020

Goals accomplished to include:

* 1. Reviewed and approved 214 courses
     1. New credit - 56
     2. Revision - 119
     3. Deletion - 31
     4. New noncredit courses - 8
  2. Reviewed and approved 37 programs
     1. New programs - 11 (including two Transfer Degree for the UC system)
     2. Revision - 25
     3. new noncredit - 1
  3. Provided numerous CourseLeaf training sessions for faculty
  4. C-ID descriptor: New approval - 7 new descriptors, bringing total to about 225 approved C-ID descriptors
  5. Participated in the revision of the MC Decision-Making Handbook. Including the revision of the membership, charter, and development and approval of Curriculum process.
  6. Assist faculty in transitioning their courses to online instruction
  7. Developed the Distance Education Addendum procedure to adhere to the CCCCO Memorandum ES 20-12 **Emergency Temporary DE Addendum** for Summer and Fall 2020 course offering.

## Fiscal Planning Committee – Co-Chair: Nenagh Brown

Met April 28, 2020

* *Decision-Making Handbook*: reviewed updated process and timeline for classified staff prioritization
* FTES: examined Moorpark’s declining enrollment of around 2% - before the effects of the pandemic
* 2020-21 budget: introduced to declining state budget due to pandemic and probable negative effect on state’s May Revise and thus our June Adopted Budget; look out for possible Town Hall for an update
* Annual goals: approved committee’s accomplishments towards its goals as set at the start of the year
* Introduction of Erik Reese and Linda Resendiz as next year’s new tri-chairs from the Academic and Classified Senates to join Jennifer Clark as VP-BS.

## EDCAP – Co-Chair: Nenagh Brown

Met April 28, 2020

* Annual Work Plan, 2020-21: report of initial brainstorming for Work Plan at the online Planning Retreat; next step creation of draft Work Plan at Administration Council
* Program plans: presentation by VP-AA of summary report for 2019-20. Of the 28 programs that met with the VPs none were recommended to be reduced or reviewed for discontinuance. Lessons learnt from this year’s meetings were recorded and common themes shared.
* *Decision-Making Handbook*: reviewed updated timeline for program planning; this now includes the various prioritization processes across our committees and the joint meeting of Fiscal and EdCAP to review the results in alignment with the Strategic Plan.
* Annual goals: the committee ended the year with a review of its considerable accomplishments towards its annual goals.