

## ***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 27, 2020 2:30 PM – 4:00 PM, Zoom Meeting**

Division/Position	Name	Present	Division/Position	Name	Present
<b>Co-Chairs</b>	Matt Calfin	X	<b>Dean</b>	Howard Davis	X
	Shannon Macias	X	<b>Student Service Council</b>	Claudia Wilroy	X
<b>English and Student Life</b>	Diane Scrofano	X	<b>Instructional Technologist/Designer</b>	Tracie Bosket	X
				Michael Ashton (alternate)	X
			<b>ACCESS</b>	Matthew Spinneberg	X
<b>Access, Kinesiology, Athletics, Library, Math, DE &amp; Teaching and Learning</b>	Claudia Gutierrez	X	<b>Acad. Senate President</b>	Erik Reese	X
	Jackie Kinsey	X	<b>DE Coordinator</b>	Anasheh Gharabighi	X
			<b>Associated Students</b>	Kobe Catton	X
<b>EATM, Life &amp; Health Science</b>	Ashley Vaughan		<b>GUESTS:</b> Josepha Baca Ruth Bennington Negagh Brown Renee Butler Christy Douglass John Loprieno Icess Nisce (student worker) Cynthia Sheaks-McGowan Kelsey Stuart Vita Watkins		
	Rachel Messinger	X			
	Jana Johnson (alternate)	X			
<b>Physical Science and Career Education</b>	Loay Alnaji	X			
	Esmaail Nikjeh	X			
<b>Business, Social and Behavioral Sciences, Child Development and Languages</b>	Brian Herlocker				
	Rex Edwards				
<b>A&amp;R, Counseling, Student Life and Support, EOPS, and Student Health Center</b>	Daniel Aguilar	X			
	Danita Redd	X			
<b>Arts, Media &amp; Communications</b>	Becky Brister	X			
	Suzanne Fagan	X			

Meeting Calendar Fall 20 4 <sup>th</sup> Wednesday 2:30 (Zoom)	Meeting Calendar Spring 21 4 <sup>th</sup> Wednesday 2:30 (Zoom)
<del>08/26/20</del>	01/27/21
<del>09/23/20</del>	02/24/21
<del>10/28/20</del>	03/24/21
<del>11/18/20</del>	04/28/21

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### **AGENDA**

Topic	Discussion/Comments	Action
<b>1. Announcements and Comments (2:30-2:35pm)</b>	Ashley Vaughan will now be the alternate for the EATM, Life & Health Science Division.	
<b>2. Approval of November Minutes (2:35-2:40pm)</b>	Made the motion to approve: Tracie B. Seconded: Loay A. Yays: Danita R. Nays: Abstentions: Rachel M., Claudia G., Vita W.	
<b>3. HyFlex Presentation and Questions – Renee Butler (Goal #3) (2:40-2:50pm)</b>	Renee: Students have the option to attend class in-person or attend live lectures from Zoom. Attendance is mandatory for exam dates. Lectures are not recorded.  Discussions on microphone use, limited by webcam mic and movement throughout classroom.  Students like the option of attending class on ground, provides flexibility.  Renee: About 4-5 students have been attending campus for class.  HyFlex model cannot be accommodated for everybody due to limited space and classrooms available.	
<b>4. DDEAC Update - Matt</b>	<a href="#">Updated Distance Education Report</a> – DEEAC  Received training on Starfish Discussed other options for examining new software  Canvas global announcements: Used for announcing campus emergencies, special campus events, and general alerts for students. Recently, it was agreed that Moorpark College could not post announcements unless approved by District.  Announcements can only be shared if agreed by all campuses, including Ventura and Oxnard.  Should Moorpark College retain autonomy to share information on our campus?	Motioned: Claudia G.  Seconded: Howard D.  Yays: Diane S., Danita R., Loay A., Rachel M., Jackie K., Becky B., Daniel A., Tracie B., Esmaail N., Kobe C., Matt S., Vita W  Nays:  Abstentions:
<b>5. Follow Up on Video Use in the Classroom – Ashley and Nenagh</b>	Tabled.	
<b>6. Instructional Design/Tech Update - Tracie, Michael</b>	Michael: District acquired webinar license for up to 1000 attendees, current webinar license accommodates up to 500 participants. Tracie is continuing to do tutorials on Canvas Studio.  No plans to run a DE Summit Planning to discuss and emphasize benefits offered by blueprint courses, importing content from one course to the next.  Tracie: Discussed options and practices to handle incompletes, issues with those students not being able to access Canvas shells.	

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<b>7. Update on CVC-OEI and Grant Update - Anasheh</b>	<p>Submitted altogether 19 courses to CVC-OEI, spot checking two courses at a time. Visit webpage on DE website for more information on PO CR.</p> <p>Course reviewers: Must attend orientation meeting to discuss process of reviewing a course, what's expected of course instructor. Participating in meetings with CVC-OEI, information call no longer required.</p> <p>Course instructor: Must attend orientation meeting, use course review prep form to conduct self-evaluation (now mandatory).</p> <p>See Anasheh if interested in PO CR review.</p> <p>Review process has now been broken into a six-week process as opposed to four weeks.</p> <p>Anasheh: There have been recommendations for lead reviewer and co-reviewer, but not large enough of a pool to implement.</p>	
<b>8. Update on Moorpark PO CR Group – Matt, Anasheh (Goal #8)</b>		
<b>9. Next Steps to Develop a Regular and Effective Contact Policy – Shannon (Goal #9)</b>	<p>Tabled.</p> <p><a href="#">Ventura's Regular and Effective Contact Policy to Review</a></p>	
<b>10. Accessibilty Update - Matt S.</b>	<p>Training being developed for ABBYY Finereader.</p> <p>ITC Conference: Accessibility training for MC, see Matt if interested. Creating accessible PDFs, captions to transcript.</p>	
<b>11. Comments:</b>  <b>Adjournment at 4:03 pm.</b>	<p>Motion to adjourn – Tracie B, 2<sup>nd</sup> - Diane S.</p>	