

## ***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 – October 28, 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	
	Shannon Macias	X	<b>Student Service Council</b>	Claudia Wilroy	
<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	
	Jackie Kinsey	X	<b>DE Coordinator</b>	Anasheh Gharabighi	X
			<b>Associated Students</b>	Kobe Catton	
<b>EATM, Life &amp; Health Science</b>	Ashley Vaughan	X	<b>GUESTS:</b> Mary Rees Shandor Batoczki Ruth Bennington Icess Nisce (student worker) Cynthia Sheaks-McGowan Rachel Messinger Nenagh Brown		
	Rachel Messinger				
	Jana Johnson (alternate)				
<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	X			
	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 in A-138
<del>08/26/20</del>	01/27/21
<del>09/23/20</del>	02/24/21
10/28/20	03/24/21
11/18/20	04/28/21

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### **AGENDA**

Topic	Discussion/Comments	Action
<b>1. Announcements and Comments</b>	<p>See Nenagh B. if interested in having a synchronous work group, monthly meetings.</p> <p>Discussed policy when it comes to students using their cameras for Zoom calls, equity issue.</p> <p>Mary R.: Need to define criteria for it, going to work with students to find out what their needs are.</p> <p>Danita: Can suggest alternative ways to ask students to be on camera, some exceptions can be made.</p> <p>Thank you to Matt S. and Michael for updating the color contrast for the Canvas hyperlinks!</p> <p>Reminder from Curriculum Committee: Courses must be DE approved if they are to be offered for the Spring 2021. Reach out to Letrishia Mai or Scarlet Relle if you need assistance. This is a state requirement for online courses.</p> <p>Reminder that next month's meeting is on <b>November 18<sup>th</sup></b>. Committee voted to change time to 2:30-3:30 to avoid conflicts with other normal meeting times.</p> <p>5 hours available for DE certification – can report hours to division office</p> <p>Nominations for DE co-chair are due to Erik Reese by this Friday.</p>	
<b>2. Approval of September Minutes</b>	<p>Made the motion to approve: Brian H.</p> <p>Seconded: Loay A.</p> <p>Yays: All</p> <p>Nays: None</p> <p>Abstentions: Danita R., Claudia G.</p>	
<b>3. 2020-2021 Goals; Review of PY Goals - Shannon</b>	<p>Reviewed last year's 2019-20 goals and carried over any uncompleted goals for 2020-21 year.</p> <p>Suggested Goals:</p> <ol style="list-style-type: none"> <li>1. Participate and support IEPI Grant to enhance DE Plan and Equity in the online classroom.</li> </ol> <p><b>Agree:</b> Danita R., Loay A., Ashley V., Esmaail N., Suzanne F., Cindy S., Jackie K., Daniel A., No objections.</p> <p>Grant will start in Spring 2021. The grant itself is not to look at faculty evaluations in an online course, but to make recommendations to enhance DE plan and how we can improve equity in an online classroom.</p> <p>Recommendation of guidelines still to be looked at by Senate, will update.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<p>2. Review proctoring software support, authentic qualitative assessments options, and UDL (Universal Design Learning) approach to ensure equitable practices.</p> <p><b>Agree:</b> Claudia G., Loay A., Danita R, Cindy S., No objections.</p> <p>Matt C.: Based on the feedback we've been getting, Proctorio will continue being a resource.</p> <p>3. Obtain faculty and staff input regarding continuing DE education, workshops, and training, including working closely with PD to develop FLEX opportunities.</p> <p><b>Agree:</b> Ashley V., Danita R., Esmaail N., Cindy S., No objections.</p> <p>4. Establish local POQR group and procedures.</p> <p><b>Agree:</b> Danita R., Loay A., Matt S., Ashley V., Esmaail N., Cindy S., No objections.</p> <p>5. Develop a Regular and Effective Contact policy for our campus to be aligned with accreditation standards.</p> <p><b>Agree:</b> Loay A., Ashley V, Danita R, Jackie K., Brian H., Esmaail N., Cindy S., No objections.</p> <p>Shannon to forward list of goals for input and vote for approval during November meeting.</p>	
<b>4. Mental Health/Online Organizational Resources</b>	<p>Provided by Sharon Manakas:</p> <ul style="list-style-type: none"> <li>Employee-assistance program <a href="https://www.vcccd.edu/departments/human-resources/benefits/employee-assistance-program">https://www.vcccd.edu/departments/human-resources/benefits/employee-assistance-program</a></li> <li>Once at this site scroll down to Other LifeMatters Services and go into the <a href="http://www.mylifematters.com">www.mylifematters.com</a> On this page you can access a lot of information. Under the COVID 19 Resource center tile is a lot of good information.</li> <li>The Health Center will be hosting support groups on campus through LifeMatters Services for interested employees, two interest emails have been sent.</li> </ul>	
<b>5. Proctorio Update/Replacement</b>	<p>- Matt noted faculty need for Proctorio or similar product. Input will be requested from faculty on usage.</p>	
<b>6. Student Online Readiness – Orientation, Canvas module, No credit How to Use Canvas and Online course?</b>	<p>Danita: We can include orientation for online classes as a component in the online orientation for new students. That way, student must complete orientation in order to get priority registration. We can have this committee make the decisions.</p> <p>Matt C.: CVC has good online readiness modules.</p>	

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	Agenda item for November meeting to develop for Moorpark.	
7. Instructional Design/Tech Update - Tracie, Michael	Tabled.	
8. Update on Moorpark POCR Group – Matt, Anasheh	Tabled.	
9. Sabbatical Project on OEI Design Rubric – Rachel (3:30)	<p>Rachel presented her Canvas shell outlining OEI rubric, provided helpful resources for those who might be confused about it.</p> <p>Provided modules for criterion A-C, Section D is still under construction. Will take suggestions for improvement. Considering making short videos for some sections.</p> <p>For any questions, see Rachel.</p>	
10. Accessibility Update - Matt S.	Tabled.	
11. Online Class Size Workgroup Update – Shannon, Ashley, Jana	Tabled.	
12. Follow-up from FLEX Week, Training Feedback – Matt, Shannon	<p>FLEX Training Sessions:</p> <ul style="list-style-type: none"> <li>Using Accessibility Checker</li> <li>Prepping Your Canvas Shell for Spring</li> <li>Adaptive assessments</li> <li>Canvas Studio</li> <li>Equity Rubric</li> <li>Joining Local POCR</li> <li>Aligning your course</li> <li>DE Committee approved list without changes.</li> </ul>	
13. DDEAC Updates – Matt	Tabled.	
<p>14. Comments:</p> <p>Adjournment at 4:01pm.</p>	<p>Additional information from Tracie B. posted in chat.</p> <p><b>Links:</b>  Upcoming DE certification registration form: <a href="https://forms.gle/VSKzt7G8Z6WEVgQC8">https://forms.gle/VSKzt7G8Z6WEVgQC8</a></p> <p>Evaluator Requests: <a href="https://docs.google.com/forms/d/1LUF_0iP9Srydr0uu5WoHFjr-I9L_1uKcvDQudhpcni0/viewform?edit_requested=true">https://docs.google.com/forms/d/1LUF_0iP9Srydr0uu5WoHFjr-I9L_1uKcvDQudhpcni0/viewform?edit_requested=true</a></p>	