

## ***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 – February 24, 2021 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	
<b>EATM, Life &amp; Health Science</b>	Jana Johnson	X	<b>GUESTS:</b> Josepha Baca Shandor Batoczki Ruth Bennington Cynthia Sheaks-McGowan Christy Douglass		
	Rachel Messinger	X			
	Ashley Vaughan (alternate)				
<b>Physical Science and Career Education</b>	Loay Alnaji	X			
	Esmaail Nikjeh				
<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				
	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)
08/26/20	01/27/21
09/23/20	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 (2:30-2:35pm)</b>		
<b>2. Approval of January Minutes (2:35-2:40pm)</b>	Made the motion to approve: Howard D. Seconded: Claudia G. Yays: All Nays: None Abstentions: None	
<b>3. PRT Visit (Goal #5) – Matt (2:40-2:50)</b>	PRT Team scheduled to meet with invited DE committee Friday 2/26, provide feedback, and answer questions like: How do we ensure equity for all students in a virtual environment? How do we support the development of a DE plan which uses an equity plan?  Will discuss camera use policy, CVC-OEI grant, POCR certification, ZTC coordinator, and instructional designers during visit.	
<b>4. DDEAC Update – Matt (2:50-2:55)</b>	DE summit postponed to next year, will be hosted by Ventura College.  Decided that Canvas global announcements feature will only be used for emergencies, discussed camera use policy, integrating Starfish into Canvas.  Developing equity course which covers how to ensure equity in the classroom, possibly receive badge upon completing course.  Matt C.: Peralta Community College District has adopted equity rubric complementing existing CVC-OEI rubric, good resource on equity in the online classroom.	
<b>5. Updates on Incomplete Grades Options/Best Practices in Canvas (Goal #7) – Tracie and Michael (2:55 – 3:05)</b>	Decided to create practice shells for faculty to roll out their courses in, students are able to keep up with course while the course is still able to be closed.  Tracie B.: Will discuss Canvas Studio accessibility, captioning during training session tomorrow.	
<b>6. Proctoring Update (Goal #6) – Tracie (3:05-3:10)</b>	Other colleges looking for alternatives to Proctorio, concerns about Proctorio and equity and accessibility.  Tracie B.: Looked into Honorlock, ProctorU, still looking for options which allow turning camera on or off.  See Tracie or Michael A. for any questions about Zoom settings, class workshop, or presentation.	
<b>7. Update on Submitting Classes on the Exchange (Goal #8) – Anasheh (3:10-3:15)</b>	Waiting for CVC-OEI spot checking, will then reach out to instructors about additional revisions they might need to make. Confirm changes so the class can be submitted on the Exchange. Down to 16 more courses needing to be spot checked.	
<b>8. Update on Moorpark POCR Group (Goal #8) – Matt, Anasheh (3:15-3:25)</b>	Launched local POCR process post-grant, 2 courses now going through review process.	

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	<p>POCR webpage developed by Michael to streamline reviewer and instructor contacts, expectations, communications.</p> <p>Next reviewer training course is set up to be in June, reach out to Anasheh if interested.</p> <p>Matt C.: Course has to be locally reviewed and approved to be on the Exchange. Progress is moving forward with IT department meetings with CVC.</p>	
<b>9. Next Steps to Develop a Regular and Effective Contact Policy (Goal #9) – Shannon (3:25-3:30)</b>	<p><a href="#">Ventura's Regular and Effective Contact Policy to Review</a></p> <p>See Shannon or Matt C. if interested in adding input, contributing to process of developing regular and effective contact policy.</p>	
<b>10. Video Use in the Classroom Documents (Goal #6) – Nenagh (3:30-3:40)</b>	<p>Interested in camera-on policy for timed assignments, presentations, mandatory attendance to fulfill accreditation regulations.</p> <p>Possible implementation options: Provide faculty with sample syllabi statements, professional development resources, list of technology availability to students.</p> <p>Policy going back for second reading in March DDEAC meeting.</p> <p>Discuss policy next month for formal vote, take to Academic Senate.</p>	
<b>11. Accessibilty Update and Demonstration - SHARP (Goal #6) - Matt S. (3:40-4:00)</b>		
<b>12. Comments:</b>  <b>Adjournment at <u>4:00</u> pm.</b>	<p>Motion to adjourn – Tracie B. , 2<sup>nd</sup> - Loay A.</p>	