*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 – April 28, 2021**

**2:30 PM – 4:00 PM, Zoom Meeting**

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

| Meeting Calendar Fall 20  4th Wednesday 2:30 (Zoom) | Meeting Calendar Spring 21  4th 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 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Announcements and Comments (2:30-2:35pm) | * Thank you all for contributing to DE! Please let us know if someone else will be representing your Division next year. * Peralta Online Equity Conference * Professional development opportunity to create ZTC courses. See Cindy S. if interested. * 2021 Online Teaching Conference June 21-23. Email Matt Calfin as soon as possible if interested. |  |
| 1. Approval of March Minutes (2:35-2:40pm) |  | Made the motion to approve: Loay A.  Seconded: Tracie B.  Yays: All  Nays: None  Abstentions: None |
| 1. PRT Visit Update (Goal #5) – Matt, Anasheh, Shannon (2:40-2:45pm) | 4/29 PRT Visit. MOO (Menu of Operations) documents forwarded to DE members and guests. |  |
| 1. Video and Regular and Effective Contact Policies Update (Goals #3 and #9) – Shannon (2:45-2:50pm) | Minimize evaluative language in Regular and Effective Contact policy document, suggest formatting changes to make document more informative and helpful for instructors. Will be updating and taking revised document to Senate for approval.  Waiting on Oxnard and Ventura to approve VCCCD policy on camera use. Provide suggested wording in syllabus to guide instructors until camera use policy is approved. |  |
| 1. Academic Integrity Workgroup Update (Goal #7) – Loay/Shannon (2:50-3:00pm) | See Loay or Shannon if interested in joining Academic Integrity workgroup.  Presented document on preventive cheating policies and best practices to minimize cheating on exams, quizzes, assessments. |  |
| 1. DDEAC Update – Matt (3:00-3:10pm) | Interested in having consistent terms to describe asynchronous courses on class schedule. Workgroup has been formed and will be reporting back next meeting.  Next DDEAC meeting: 5/19 |  |
| 1. ITAC/ Instructional Designers Update (Goal #7) – Tracie and Michael (3:10-3:20pm) | Presented with agenda item #8 below. |  |
| 1. Zoom Storage and FLEX (June 30th) – Michael and Matt S. (3:20-3:25 pm) | Conducted FLEX presentation on rescuing Zoom recordings and how to preserve recordings for future use. |  |
| 1. Proctoring Options (Goal #6) – Matt and Tracie (3:25-3:30pm) 5 minutes | Proctorio will continue to be offered as a service statewide. Will be offered until this Fall unless faculty raises significant concerns.  Recommended Honorlock as an alternative proctoring option. | Educate, feedback, alternatives |
| 1. POCR Update (Goal #8) – Anasheh (3:30-3:40pm) | Expecting to review 26 courses in summer starting 7/1.  Reviews to be conducted faster, several classes to be badged and offered on the Exchange, expecting to add equity component.  Upcoming POCR Reviewer Training in July. |  |
| 1. Accessibilty Update – SHARP PDF, MC Accessbility- Microsoft Teams, PopeTech Accessibility Checker (Goal #6) - Matt S. (3:40-3:50 pm) | SHARP – Use Microsoft Powerpoint to create accessible PDFs.  Reach out to Matt S. if interested in joining Microsoft Teams group chat, ask further questions about accessibility.  Discussed PopeTech as an accessibility checker. |  |
| 1. 2020-2021 Goals Updates/ 2021-2022 Goals – Shannon (3:50-4:00 pm) | Update accomplishments for 2021-2022 DE Goals #1-3, 5, 8, 9 | Made the motion to approve: Brian H.  Seconded: Loay A.  Yays: Diane S., Loay A., Howard D., Daniel A., Tracie B., Jackie K., Rachel M.  Nays:None  Abstentions:None |
| 1. Comments:   Adjournment at 3:57 pm. |  |  |