

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:

1. Review and evaluate campus-wide student success and equity data related to distance education.
2. Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College.
3. Provide guidance on professional development activities related to distance education.
4. Monitor and document compliance with accreditation standards and state and national regulations.

DE Committee Meetings	Meeting calendar Fall 2023	08/23/23	09/27/23	10/25/23	11/29/23
4th Wednesday 2:30PM	Meeting calendar Spring 2024	01/24/24	02/28/24	03/27/24	04/24/24

Agenda – January 24, 2024, 2:30 PM – 4:00 PM in CR Campus Ctr Conf Room

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Matt Calfin		DE Coordinator (non-voting)	Open: Katrina McElroy	
	Jamee Maxey		POCR Coordinator (non-voting)	Kelsey Stuart	
English & Student Life	Diane Scrofano		ZTC Coordinator (non-voting)	Cindy Sheaks-McGowan	
	Daniela Guevara		Assistant Dean (non-voting)	Deb Brackley	
ACCESS, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey		Associated Students (non-voting)	Jaycee Alipio	
	Rena Weiss				
	ALT: Marcel Koressa		Academic Senate President (non-voting)	Matthew Morgan	
EATM, Life & Health Science	Jana Johnson		Guests (non-voting):		
	Open:				
Physical Science & Career Education	Esmaail Nikjeh				
	Open:				
Business, Social and Behavioral Sciences, Child Development and Languages	Johanna Pimentel				
	Open:				
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Nicholas McLouth				
	Open:				
Arts, Media & Communications	Anasheh Oliven				
	Cynthia Minet				
	Alt: Kelsey Stuart				
	Alt:				
Student Service Council	Claudia Wilroy				
ACCESS	Shirley Ruiz				
	Open:				
Instructional Technologist/Designer	Trudi Radtke				
	Alt: Tracie Bosket				
Dean	Josepha Baca				
Voting members					
Quorum					

Agenda

Topic	Discussion/Comments	Action
1. Role Call/Announcements & Public Comments - Jamee Maxey <ul style="list-style-type: none"> • Motion to start meeting. • Start recording of the meeting • DE Coordinator Update: Matt Calfin 	•	<ul style="list-style-type: none"> • Time Started/Recorded: <ul style="list-style-type: none"> ○
2. Brown Act & Who Votes Today? - Jamee Maxey <ul style="list-style-type: none"> • Review of Brown Act: • Quorum met? Yes/No 		
3. Approval of Minutes and Adoption of Agenda – Jamee Maxey <ul style="list-style-type: none"> • Review of Meeting Minutes 11/29/23: • Adoption of Consent Agenda 1/24/24: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion (if necessary): 	•	11/29/23 Minutes <ul style="list-style-type: none"> • Motion to Approve: • Second Motion (if necessary) 1/24/24 Agenda Adoption <ul style="list-style-type: none"> • Motion to Approve: • Second Motion (if necessary)
4. DE Summit Update/Progress – Deb Brackley <ul style="list-style-type: none"> a. Subcommittee Members. <ul style="list-style-type: none"> • Trudi Radtke -ITD • Jamee Maxey-D'Angelo – Health Sciences • Deb Brackley – Asst Dean TLC and DE and Library • Cynthia Minet - Arts • Marcel Koressa - Math • Karin Johansson – Arts • Katrina McElroy – Art • Kelsey Stuart – Communication • Rena Weiss - Math 	•	
5. DEETAC (Distance Education & Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano	•	

<p>6. DE Recertification Update– Jamee Maxey</p>	<ul style="list-style-type: none"> • Pause for January 2024, cohort 	
<p>7. DE Committee Goal Adoption:</p> <p>2022-2023 Committee Goals (Adopted 8/24/22)</p> <p>1. Identify, develop, and support online learning initiatives with a focus on addressing student equity, including but not limited to:</p> <p>a. Regular & Substantive Interaction (ACCJC)</p> <p>Outcome: Committee recognizes the work of Christy Douglass and Trudi Radtke during the Summer and Fall 2022 providing RSI (regular and substantive interaction) training and resources in preparation for the ACCJC accreditation review in Spring 2023.</p> <p>b. Advancing Universal Design for Learning (Ed Master Plan: Strategic Direction 5, Goal D, Metric 3) -</p> <p>Outcome: Committee recognizes the work of Trudi Radtke and Tracie Bosket throughout Spring 2022 providing UDL training and resources to support the Educational Master Plan and the annual Professional Development theme of IDEAA.</p> <p>c. Improve campus resources pertaining to DE related tools and technology:</p> <p>i. Develop a dedicated space on campus for DE technology and video recording.</p> <p>ii. Create a lending library of DE related equipment.</p> <p>iii. Provide professional development for use of equipment and technology.</p> <p>Outcome: Committee supports the creation of a Title V Implementation Workgroup to determine the best path forward regarding training and support of Title V requirements.</p> <ul style="list-style-type: none"> • Passed Unanimously 4/26/23 <p>2. Examine and make recommendations towards expanding the</p>	<p>2023-2024 Committee Goals (Needs Goal oriented language)</p> <p>1. Identify, develop, and support online learning initiative with a focus on addressing student equity, including by not limited to:</p> <p>a. Provide support to Academic Senate in the approval of the DE recertification process. (Charter Task 2 & 4)</p> <p>b. Enhance campus resources pertaining to DE related tools and technology (Charter Task 3)</p> <p>i. Implement the VCCCD DE summit in collaboration with VC and OC.</p> <p>c. Improve campus resources pertaining to DE related tools and technology</p> <p>i. Reveal/exhibit/spotlight/display/advertise newly created DE student orientation to support student success. DE Orientation for Students (Matt to follow-up)</p> <p>Support professional development in DE through the development and implementation of faculty and student online teaching and learning activities. by developing and providing faculty and student online teaching and learning support programs.</p> <p>d. annual review of campus-wide student success and equity data related to distance</p>	

<p>number of degrees/awards that can be completed fully online. (Ed Master Plan: Strategic Direction1, Goal C, Metric 1)</p> <p>Outcome: Committee recognizes the departments that have worked to provide fully online and/or Zero Textbook Cost degrees and/or awards in support of the Educational Master Plan and has updated the listing of fully online degrees and awards on our DE webpage to increase awareness of these offerings.</p> <p>3. Evaluate and make recommendations for improving and institutionalizing Peer Online Course Review (POCR) process. (Ed Master Plan: Strategic Direction 3, Goal G, Metric 2 & CVC Consortium Agreement)</p> <p>Outcome: Committee recognizes Michael Ashton's work collecting and analyzing feedback regarding Peer Online Course Review to relaunch the program under the leadership of Summer POCR Coordinator, Kelsey Stuart.</p> <p>4. Implement Scaling Quality to better serve online students. (CVC Consortium Agreement & Student Input, Ed Master Plan: Strategic Direction 1, Goal F, Metric 3)</p> <p>Outcome: Committee recommends adoption of the new OTTCC (Online Teacher Training Certificate Course) SLOs to be used in creation of the revised OTTCC training course that will be offered in the 2023-2024 academic year.</p> <ul style="list-style-type: none"> Passed Unanimously 3/22/23 <p>Outcome: Committee recommends continued institutional support of Cranium Café, Labster, and NetTutor software subscriptions. (Goal 4)</p> <ul style="list-style-type: none"> Passed Unanimously 4/26/23 <p>a. Improve DE website student facing assets.</p> <p>Outcome: Committee recognizes the work of Kellie Porto-Garcia, Kelsey Stuart, and Dina Pielaet in updating and</p>	<p>education (Charter Task 1)</p> <p>2. Examine the number of degrees/awards that can be completed through 50% or more online curriculum.</p> <p>3. Increase Peer Online Course Review Badging by (TBD).</p> <p>4. Implement scaling Quality to better serve online students.</p> <p>a. Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).</p> <p>5. (2–3-year goal) Cohesive and succinct DE website/Canvas shell with resources (Charter Task 2 & 4) (Jamee to share Mira Costa example)</p> <p>a. Development of DE language dictionary</p> <p>*Badge synchronous vs asynchronous vs hybrid courses in course catalog</p>	
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<p>improving external and student facing DE webpages to streamline communication and better promote our offerings.</p> <p>b. Create and launch Student Support Service Hub</p> <p>Outcome: Committee recognizes the work of Trudi Radtke in bringing the Student Services website to Canvas. The “Student Support” tab, now prominently featured in the Canvas navigation menu, increases access to student support and resources for online students.</p> <p>c. Implement Student DE Orientation Course</p> <p>Outcome: Committee recognizes the collaboration of Kellie Porto- Garcia and Trudi Radtke in improving the orientation experience for new online students.</p>		
<p>8. Comments</p> <p>Handouts: Mira Costa College DE Handbook exhibiting best practices of Title V</p>		

9. Adjournment

- Motion to adjourn

- Adjournment time: