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
September 25th, 2019
2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Matt Calfin	X	**Dean**	Oleg Bespalov	X
	Shannon Macias				
English and Student Life	Diane Scrofano		**Instructional Technologist/Designer**	Tracie Bosket	X
			ACCESS	Matthew Spinneberg	
Access, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Claudia Gutierrez	X	**Student Service Council**	Claudia Wilroy	X
			Associated Students	Jordan Ross	
			DE Coordinator	Anasheh Gharabighi	X
EATM, Life & Health Science	Jana Johnson	X	**GUESTS: Please Sign In** **Suzanne Fagan** **Nenagh Brown** **Cindy Sheaks-McGowan**		
	Ashley Vaughan	X			
	Rachel Messinger	X			
Physical Science and Career Education					
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker	X			
	Rex Edwards	X			
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Daniel Aguilar	X			
	Danita Redd (alternate)				
Arts, Media & Communications	Becky Brister	X			

Meeting Calendar 19-20 4th Wednesday 2:30 in A-138	Topic	Meeting Calendar 19-20 4th Wednesday 2:30 in A-138	Topic
08/28/19		01/29/20	
09/25/19		02/26/20	
10/30/19		03/25/20	
11/20/19		04/29/20	

Distance Education Standing Committee

AGENDA

Topic	Discussion/Comments	Action
1. Announcements/Introductions of New Members	Cindy Sheaks-McGowan in new role OER ZTC Coordinator working with community at large; courses in grant have OER component; Rachel M. membership in DDEAC & ITAC	
2. Approval of August Minutes	Tracie B.: on Section 6 Tech Update ABBYY Fine Reader (spelling correction) Addition to agenda: Membership for ITAC & DDEAC for Rachel M.	Tracie B. moves, Claudia G. seconds; Cindy S-McG. abstains Ashley V. motions for agenda to move
3. PACE Presentation/Questions - Oleg	PACE: creates sequence of course for students; 8 weeks long take 2 courses at a time, year round; designed for working adult, average age of students: 33-34; 103 students though range: 18-66 years old over 50% Latina/ Latinx, majority female Disciplines: Business, Early Childhood Education (exceptions, students have to come for practicums); majority courses online/ hybrid, Saturday classes Possible additions: Computer Science, PSY BUS: rapid growth, scheduling issues, moved ACCT courses forward can hire more overtime due to decrease in student enrollment ECE cohort: lower, merged it, 1st semester students don't take courses, as time goes on cohorts decrease. Marketing: targeting people who've been here and dropped out, or applied and never came via social media & email, direct mail students (Constant Contact) & post cards, Google Ads; visiting PACE website get targeted w/ PACE ads Marketing 2018: Outreach calling students, conversion rate: 100 students/ 7% enrolled for PACE, making 500 calls/week AB Testing: ECE all women who applied, Cindy S-McG.: targeting men into program Claudia G.:questions Facebook MC PACE type of marketing strategy ; Oleg: Applies to curriculum we're starting; target students via Face, phone calls Ashley V. & Oleg (Honors students possible target) for Study Abroad need to target more people Rachel: Budget crisis for recruiting if recession happens, districts' commitment to students? Sustainable strategy? Excessive recruiting= people turned away in PACE; Oleg's answer: we have low enrollment if a recession happens; PACE courses productive, BUS Online 55 students, didn't fill Cap for ECE courses, should help sustain program; scheduling capping course 0 exclusive to PACE students when semester goes on opening it to other students	Mid Oct. view success rates in courses: better online? Coming in on Sat.? Banner ads going to try this semester, Spotify ads (people in the LA & Ventura) get metrics of what music they listened to before seeing PACE ads & Pandora ads Jan. & Feb. getting a PACE ads at TO Mall by the Cheesecake Factory Facebook ads using PACE ad w/ parent & child: ½ people see ad with mom and child, ½ people see ad w/ dad and child James Schuelke pulled list of students enrolled in 12 units sending ads based on 15 units to finish, send it to those in Performing Arts Oleg to Ashley V.: give 900# & courses for study abroad, look at students to see what's

	Claudia G.: criteria of selecting courses for PACE? Oleg: all courses, ADT & IGETC courses, if PACE grew for GE, can create different versions of schedules, spread enrollment for GE for scheduling, right now only major classes	unique about them and target
		Possible move for CS degree for PACE: students take math classes 1st then PHYS & BIOL
	Ashley V.: if students want to come to an evening class not on Sat.? Oleg: President Sanchez wanted a weekend college, demand is online push more online; if have to come in then come on Sat. because students work during week	
	Daniel A.: Core components CS, a commitment for pre reqs for CS to offer classes on Sat.? Oleg: P. Abramoff's looking to make Calc. class online, PHYS M02 not going online, way to schedule course on Sat.; 17 weeks completely onsite	
	Rachel M.: just lecture or lab or both for physics? Approach as hybrid fully online not going to work; Oleg: Both;7 hours/day for PHYS & BIOL M02A on Sat., barely have enough faculty to staff for PT, dual enrollment, barely can cover classes we have	
	Jana: BIOL M02A can be hybrid, lecture online, lab on Sat.; BIOL M02A understaffed only 2 faculty; 2A more difficult too many sections, no discussion about BIOL M02B being hybrid, previous chairs & deans getting away from hybrid, can we do hybrid? COR would have to be changed	
4. Membership for ITAC & DDEAC	**ITAC** membership: Rachel M.: make focus on technology not just DE; mtg meets first Friday/month 12:20-1:30 all online (Zoom), find out things that IT is rolling over; not extensive time commitment; Tracie & Matt represents on committee	Brian Herlocker interested in ITAC, Rachel nominated B. Herlocker, Ashley seconds nomination Introduce Brian as member of ITAC next time
	Ashley: get poor results on online Class Climate all bugs online when trying to see if class was being evaluated or not	
	Coshared by Dan Watkins, talk about StarFish rolling it out, DE, last meeting respondis similar to Proctorio, its important for faculty to join MC faculty voice important to try it out here; willing to expand beyond DE; Camtasia sight license, heavily Canvas roll out & transition, general technology software, ALLY roll out, Proctorio licensed every 3 years	Ashley V. nominates Shannon M. & Rachel M. & Becky B. for DDEAC, Jana J. seconds nomination
	DDEAC: Rachel M.: all parties that participate in DE across district 1st Wed/ month usually, discussion of moving time earlier. Oct. 2 4-5:30pm @ district office, but provide Zoom link, Diane S. been on a year using phone	Matt C.: Math dept looking at alt. to proctorio
	Get into issues specific to DE & Canvas, a policy or procedure for adversting? MC: only college of 3 for equivalency process w/ other colleges took lead on, planning the DE Summit, select a theme for the summit, guest workshops	Matt C.: going to do a demo in Math area for it; part of consortium no cost for Proctorio, Tracie: VC wants district license for respondis; no participation for respondis
	Nenagh: DDEAC committee not making decisions right now for district, the charge of this group? District's decision what the colleges can do? Important for MC to rep. ITAC attended twice, to have pedagogical process, making decisions on software of what we can use @ MC	
	Rachel M.: Prof. Dev. $ savings desire to learn→ Canvas, send 18 people to online conference for Prof. Dev. Mtg, no one else in room faculty members to question why is $ going away, a lot of people were able to get experience	

	Tracie B.: Instructional designers were wondering where $ went & if they got that back	
5.Instructional Technologist Position Update - Matt	Instructional technologist Design position to be approved soon, conducting interviews in near future, only rec'd one application, for temp. postion, no closing date, classified position	
6. CVC-OEI Grant - Matt	Courses $500,000 from state online degrees for BUS, Pub Relations, Journalism, 22 courses in grant: 3 new, 15 designated in ZTC courses w/ Cindy, 13 faculty w/ CVC OEI , Anasheh: 7 faculty attended Faculty are compensated for dev. of courses & aligning rubric & CVC OEI; student support, how does student support move along Rachel: how much faculty paid? Some faculty paid for same process others not. Matt: $3,000 design & align, ZTC OEI: $1,000, design to align group before, increasing # online degrees, student participation, high success & rentention rates, use some funds to create design to align team, whole process one of steps have faculty to participate in poker course led by facilitators to help support faculty members who join: using funds from this grant; benefits us when grant ends, have courses for review, invest in faculty for DE long term Matt & Anasheh: PR, JOUR, BUS, CD (already approved by CVC), Hospitality & ACCT; reviewing & meeting, only seen first 4 learning units, have aligned courses ones needing alignment & enhancement have small changes Matt: want to become certified poker reviewer/facilitator? Oct. 15 & 28th, poker courses online 4 weeks 5 hours/week, let Matt know if interested, establishing a poker team & compensate for time taking course, added 2 more sections for Poker Rachel: get paid to be course poker peer reviewer?; Anasheh answer: have to get approval from process of some sort Cindy: good idea to send certain sections of course modules to Anasheh Rachel: taking along time to fix all modules, CVC OEI needs clarity in rubric; Matt answer: Helen has created canvas shell & modules, has a form to help prep course, unit objectives what does that mean? Will be sent w/ minutes, backlog is bad; 70 grants awarded at state	Tomorrow, 9/26, learning about Courseleaf with Scarlet Relle, Helen Graves from state meet with faculty to show tips of how the courses should look like This week & next week: faculty meet w/ disciplines to meet w/ Cindy, Tracie (instructional design media & accessibility), Anasheh (course design rubric, aligning course with CVC OEI) all have to be designed by April 30th all 22 courses Going to be talking to specialists Goal: faculty will have idea of how to align, Shannon able to align, if we get 5 courses aligned & certified get poker certified campus strategic goals: increase # of online degrees, have course go through curriculum process to be approved, courses quality with rubric; send any faculty
7. Tech Update - Tracie	Tracie: would like ideas that would be helpful to put in the hub for faculty email her;	CanInovate Oct. 25th for webinar, sending reminder for that

	Pronto, like Remind (texting students through Canvas) piloted at VC, haven't had time to do @ MC, wouldn't suggest piloting now, next semester going to try Student worker & Tracie have accepted documents and turned them into accessible from faculty, documents that are questionable: send to student worker, give email address, if don't have green dial or don't know how to fix it when scanning and downloading file, easier if not PDF can fix source document; also for video captioning Zoom transcripts now it pops up as CC, get transcripts record Zoom mtg to the cloud automatically get CC & Transcript Next certification class: Nov 4th-8th, now have a template w/ intro. module, all faculty need to do is update template that makes sense for their course, update own module Rachel: longer than 10 hours may put in a timesheet? Brian: how different from sending message through Canvas? Require that at the beginning of class? Tracie: sent to app for Pronto, can launch practice shell Rachel: have to have app? Remind sent directly to phone; have to have app or can see through canvas; with Remind people don't like things outside the LMS, when Canvas was down had contact with students outside LMS Ashley: a notification from the app not a text?	
8. Online Evaluator Training and Guides Review		Going to be reviewed next mtg
9. DE Committee Charge Feedback - Shannon		Going to be reviewed next mtg
10. 2019-2020 Goals, Align with Educational Program Plan Part V. Strategic Direction #1C, #2C#1, #3G#2 - Shannon		Going to be reviewed next mtg
11. Comments: Adjournment at 3:57 p.m.		Jana motions adjournment, Nenagh seconds