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
January 29, 2020
2:30 PM – 4:00 PM, A-138

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

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	Loay Alnaji	
2. Approval of November Minutes	Diane motioned, Tracie seconded. Unanimous approval.	
3. Volunteers to Take Minutes for Feb, Apr, March Meetings	February – Matt S., March - Claudia W., April - Loay	
4. CVC-OEI Grant Update- Matt	$500,000 grant to improve degrees. Half-way through the grant to align to CVC-OEI rubric, 22 courses, 13 faculty, 15 courses using ZTC-OER materials. Goal is to also develop a POCR group and become part of the Exchange. Section D – Matt S. to work with faculty.	
5. POCR Update – Matt and Anasheh	POCR training 4 week course, spots may still be available. Local POCR (one of the DE goals) is in the process of being established. Anasheh is already reviewing courses that are ready. We will need three courses to be reviewed locally, then signed off by Anasheh as the lead reviewer then it goes through the formal process. This will ultimately streamline the process of all courses being CVC-OEI Rubric alignment ready because at the state level they are very backed up considering they have only four ITD.	
6. Instructional Technologist Position Update - Matt	Interviews will take place on Monday for someone to join Tracie until the grant end date.	
7. 2019-2020 Goals: Review and Advancement – Shannon	Faculty asked if video conferencing is required. Shannon said no. It was decided that faculty will review the DE addendum for the next meeting. However, for Goal #7 — when Oleg ran the data, there was still the option of "data enhanced" courses. There were some hiccups in the transfer of courses from CourseLeaf. Shannon will get the data and send it via email to the DE group. Matt Calfin stated that one of the benefits of aligning courses to the CVC-OEI is that it would enhance student success which satisfies one of the goals. Goals #11 and #12 — Tracie will finalize the development of the "hub" which contains ideas, tips, and techniques to align courses with the rubric. Shannon will email the group the data on online course offerings and the group will vote on #3 and #7 together.	
Student Success Services Hub	Bonnie Peters and Jessica Hurtado of the CVC-OEI presented the Student Success Hub. Group was asked to share with departments and bring back comments and ideas to next meeting.	
8. Online Teach Conference – Pasadena, Proposals due by 31st	Group asked to obtain a list of faculty from their departments interested in attending the OTC for Matt.	
9. DE Committee Charge Feedback - Shannon	Asked group to review and bring comments to next meeting.	

10. Tech Update - Tracie	Tabled.	
11. Time for Group Collaboration	Tabled.	
12. Comments: Adjournment at **4:02** p.m.		