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
November 20, 2019
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	X	**Student Service Council**	Claudia Wilroy	
			Associated Students	Jordan Ross	
			DE Coordinator	Anasheh Gharabighi	X
EATM, Life & Health Science	Jana Johnson		**GUESTS: Please Sign In** Cindy Sheaks-McGowan		
	Ashley Vaughan				
	Rachel Messinger				
Physical Science and Career Education					
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	**Spelling change:** Poker → POCR; **Diane & Cindy:** District DE Summit 3/19/20 at Oxnard College; ZTC OER at Summit	
2. Approval of September Minutes		Anasheh motioned, Claudia & Diane second; 1 abstention Shannon
3. CVC-OEI Grant Update- Matt	Feature Moorpark Acorn Newspaper; faculty from CD, JOUR, BUS/ACCT, Hospitality & Management represented; 22 courses in CVC OEI, 15 using open educational resources 3 team leads, Cindy**:** OER efforts, Anasheh**:** Course Design Rubric Aligning, Tracie B.**:** instructional design needs/ tools meeting w/ faculty Meeting monthly**:** check in w/ faculty, support w/ courses Cindy**:** 1/31 OER Summit at College of the Canyons to support grant work, put subjects that are part of the grant together Grant ends in June 2020 Initiatives**:** how to sustain efforts, how to make sure other courses are aligned in rubric for increasing student success & retention; hoping to expand after grant, elevate grant's efforts POCR training reserved, peer online course review for reviewers; review courses locally, once aligned here→state, met w/ Helen Graves lead for CVC OEI; 1 participant from DE Committee; 4 week training; let Matt know if interested in POCR Training Purpose of grant**:** to align courses for Spring 2020	
4. Instructional Technologist Position Update - Matt	Position funded by grant; position filled	Instructional Technologist starting on Dec. 9th
5. DDEAC/ITAC Updates – Rachel/Brian		
6. 2019-2020 Goals, Align with Educational Program Plan Part V. Strategic Direction #1C, #2C#1, #3G#2 - Shannon	Have workgroups to review goals; getting suggestions/ feedback on goals to change/delete; not mandatory Clarification of workgroup**:** meeting goals & collecting data outside of meetings, present how to meet goals, in 4 years how it looks like we will be doing that? 4 different workgroups**:** (i.e. DE Offering workgroup**:** Goals 1-3)	Shannon, Tracie, Claudia interested in workgroups "Workgroup" →"Members will collect data"

	Claudia: numbers look good, Why go to a workgroup instead of reviewing in meeting? When collecting data, would we send an email to Institutional Research? **Shannon:** collecting data needs to happen ASAP, focus on charge of membership **Matt C.:** Ideal outcome for today**:** review & vote on goals, if not, revise them, next term need to achieve these goals; intent**:** establish & achieve short term measurable goals→ achieve master plan Unaccomplished goals→ next year #1 **Diane:** great idea; can we complete info? **Shannon:** may not be intense if getting data; not formally a workgroup; **Matt C.:** selecting a member to work w/ Institutional Research bring back info→ DE Committee meetings #2 **Diane:** ENGL does this; **Anasheh:** COMM does too; **Shannon:** getting info →classes/ Divisions/ Depts PE & Career Edu. no representatives, offering help to present as we need to #3 **Matt S.:** a lot to unpack in state regulations; **Claudia:** are we making sure to get DE check mark on CVC OEI?; **Anasheh:** Scarlett & Letrisha Curriculum Commitees used VC Addendum to approve courses, want to approved DE Addendum at Tech Review Workgroup meetings; **Shannon:** investigate & look over VC Addendum to use & approve; **Matt C.:** clearly defining DE Modality #4 Remove "Workgroup" **Diane:** How do we as DE Committee members, how many FT equivalent students online classes vs. on ground FT students? Offer on ground classes > DE classes **Cindy:** should be aligned w/ online classes, asked to speak to ACCESS, consider recommendation to EdCap, further integration, how do we propose overall access to students? Awareness to collect info beyond committee #5 **Diane:** Student Services Module? Has it met this goal? **Matt S.:** can work on workgroup if it is a group, ex**:** having online program for DSPS program?, check library offers & replicate it, make sure DE students can/ have access from library to use materials; **Matt C.:** Online students have same support; how can components be weaved in, how to ensure ACCESS & other support services are there? **Diane:** library has access to all databases, making a list of all services, whatever we don't have ask for volunteers **Danita:** desktop sharing/ Zoom #6 "Workgroup" → "Members will review" **Matt C.:** Hub: CVC OEI resource for colleges at the global navigation, students can access services through 1 hub, integrate for all depts, benefit for counseling, tutoring, financial aid; **Danita:** can we review this for next meeting? **Tracie:** requests for reviewing the Hub; **Daniel:** replicate online what services done in person w/ DE counseling Cranium Café	#3 "DE modality guidelines"→ "Regarding the DE addendum to ensure it meets Moorpark's compliance" #4 "Investigate how to include in Program Planning process." #5 Matt S. interested in joining DE Services Support Group #6 Diane, Danita, Tracie agree it would be good; review goal for next meeting #7 table of data removed; include indication of history of rates from 1,5,10 years ago #9 Matt S. interested in joining POCR group #10 "By Continuing to examine instructional design…" Tracie motions to approve goals; Diane seconds motion; Cindy abstains

	#7 **Shannon:** obtain data & coming up w/ ideas on improvement **Claudia:** table small sample of data, indicate history of rates (5-10 years ago) **Cindy:** present findings to stakeholders student sign up for hybrid won't understand online portion/ vice versa #8-9 **Matt C.:** hope to get a team of reviewers, establish review process (next step) <u>certified lead</u>**:** Anasheh & have faculty certified to review courses, review courses & submit application **Diane:** a lot to accomplish by May; **Anasheh:** courses aligned before May 20; **Matt S.:** good goal, wants to join POCR group #11 **Tracie:** Hub that can store tips, tools, anything accessible, discussion on new technology is on hub or in the meeting?; **Diane:** call it the Moorpark College DE Hub, distinguish between DE Hub & POCR Hub #12 all agreed on; add "Provide PD opportunities… instructional design tools"; **Matt C.:** differentiating #10 from #12 goals Change HUB→ Hub **Matt S.:** add to get PD day online as a goal **Cindy:** has everything been done to get classes on the exchange? **Matt C. :** integration that has to occur at the district office, our responsibility is to get courses ready	
7. Tech Update - Tracie	3 options**:** abbrievated training developed by instructional technologists for MC & other colleges; **Anasheh:** College of the Canyons mandated everyone would have to go through training every 3 years; **Tracie:** turn in shell instruct. Designers see if it fits; **Shannon:** update new tools for 3 semesters make sure up to date	
8. Online Evaluator Training and Guides Review		
9. DE Committee Charge Feedback - Shannon		
10. Comments**:** Adjournment at _3:54__ p.m.		Anasheh approves adjournment