

## 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 29th, 2017**

**2:30 PM – 4:00 PM, A-138**

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Jennifer Goetz	X	Dean	Helga Winkler	
	Rachel Messinger	X			
Athletics & Institutional Effectiveness	Allison Slade		Instructional Technologist/Designer	Tracie Bosket	X
			ACCESS	Matthew Spinneberg	X
Social & Behavioral Sciences	Matthew Morgan	X	Student Service Council	Traci Allen	
	Rex Edwards		Associated Students		
			DE Coordinator	Joanna Miller	X
Business, Child Development, & Student Engagement	Ruth Bennington Danita Redd	X	GUESTS: Please Sign In		
		X			
EATM, Life & Health Sciences	Jana Johnson Ashley Vaughan				
		X			
Languages & Learning Resources	Diane Scrofano	X			
Mathematics & Sciences	Brendan Purdy				
Arts & Communications	Becky Brister Laura Gentry	X			
		X			

Meeting Calendar 17-18 4 <sup>th</sup> Wednesday 2:30 in A-138	Topic	Meeting Calendar 17-18 4 <sup>th</sup> Wednesday 2:30 in A-138	Topic
8/23/17	Set goals, formed workgroups	1/24/2018	
9/27/2017	Finalized goals, OEI, OER	2/28/2018	
10/25/2017	ALLY demo	3/14/2018 (Zoom)	
11/29/2017		4/25/2018	

## *Distance Education Standing Committee*

### AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Minutes were reviewed.	Motion to approve minutes by Diane Scrofano and seconded by Matthew Morgan. Minutes were approved unanimously.
2. Issues with Canvas	When grading assignments, need to adjust settings in speed grader to avoid going through each assignment or clear cookies. Laura Gentry reported that she used one of the integrated tools, flip grid, for discussion. She was unable to associate a rubric with it. When grading, she can see discussions on the screen as if it is an assignment and can see the responses. She has to use a paper rubric. Flip grid has a rubric but it only allows 100 character/rubric point. She liked that it was an interactive student conversation—all video. There is a software that allows for accessibility but you have to look for the button. Regarding turn it in, if you don't pre-rubric an assignment, you can't post-rubric the assignment if set up through turn it in. Students have a hard time seeing the turn it in feedback in Canvas.	
3. Use of DE Professional Development Funds from the District	Savings from adopting Canvas for professional development was divided by FTES (\$21k, 42%). Funding is focused for spring and must be encumbered by spring. Committee discussed use of these funds and recommends the following: 1) \$1000 honorarium/professional expert fee (15-20 hrs/semester) for "online coaching" for Design to Align to OEI rubric, funding for 8 mentors/coaches, Joanna Miller to provide job description, 2) faculty attendance to the Online Teaching Conference in Anaheim, 3) OEI speakers (free) or accessibility speaker.	
4. Discussion of ALLY demo	Discussion deferred to OEI consortium proposal agenda item.	
5. Recap of Project FLOW	Governor would like a community college that is exclusively online (Flexible learning options for workers). Workgroup was formed (state-level) to come up with proposals to implement this idea. Options presented: 1) 100% separate college, 2) Assigned to a college 3) give project to OEI.	
6. OER resources		
7. Recap of "Design to Align"		
8. Workgroup on OEI Consortium proposal	Joanna reports OEI is opening its new cohort for 2018. Joining the consortium includes a host of services including free net tutor, ALLY if adopted, proctorials, professional development. IT is on board. If MC wants to participate, a letter of interest needs to be submitted by Dec. 15, a limited number of colleges will be accepted. AS has already approved to explore and move forward and it now needs to go to consultation council. Student services issues need to be resolved--health center fees/services, proctoring in ACCESS. If accepted an application packet will need to be completed in February. Committee votes to support joining OEI consortium.	Vote to move forward in joining OEI consortium was unanimously approved.
9. Announcement of DE Summit at MC Friday March 2 <sup>nd</sup> 2018	MC is hosting the DE summit next semester. It will be held at EATM. A workgroup to establish an agenda was formed and will include Matt Spinneberg, Ruth Bennington, Joanna Miller, and Diane Scrofano. There was a discussion of possible speakers and question about inviting vendors.	

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10. Comments:  Adjournment at __4:00__ p.m.	Schedule of classes includes a logo for courses that are low cost textbooks.	
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