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
August 23, 2017
2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Jennifer Goetz Rachel Messinger	X X	**Dean**	Helga Winkler	
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	X	**Associated Students**	Sydney Pugh	
			DE Coordinator	Joanna Miller	X
Business, Child Development, & Student Engagement	Cynthia Sheaks-McGowan	X	**GUESTS: Please Sign In** Nenagh Brown, Academic Senate		
	Ruth Bennington	X			
	Danita Redd	X			
EATM, Life & Health Sciences	Jana Johnson				
	Ashley Vaughan	X			
Languages & Learning Resources	Diane Scrofano	X			
Mathematics & Sciences	Brendan Purdy	X			
Arts & Communications	Becky Brister Laura Gentry	X			

Meeting Calendar 17-18 4th Wednesday 2:30 in A-138	Topic	Meeting Calendar 17-18 4th Wednesday 2:30 in A-138	Topic
8/23/17	Set Goals	1/24/2018	
9/27/2017		2/28/2018	
10/25/2017		March TBD	
November date TBD		4/25/2018	

AGENDA

Topic	Discussion/Comments	Action
1. Welcome members & approval of minutes	Co-chair Rachel Messinger welcomed committee members. Introductions were made. Nenagh Brown thanked everyone for being a part of this committee, especially for reviewing goals, facilitating the CANVAS transition, and the OEI recommendation. Minutes were reviewed.	Motion to approve the minutes was seconded. Minutes were approved as read. There were 2 abstentions: Cindy Sheaks-McGowan and Becky Brister.
2. November meeting proposal for 11/29/17	Rachel Messinger proposed that the November meeting date be set for Wednesday, Nov. 29th. The 4th Wednesday of the month is the regularly scheduled meeting day which would be Nov. 21st but this is a non-instructional day.	Motion to meet on Nov. 28th was seconded and approved with no objections.
3. Review and set goals for 2017-2018 academic year	Goals were reviewed and amended as follows: 1. Explore whether DE should have its own program plan 2. Explore joining OEI Consortium 3. Discuss Canvas training parameters and make recommendations to refine training to include accessibility 4. Expand professional development opportunities for current or prospective online resources faculty 5. Create voluntary faculty peer review/mentor program 6. Explore common language and presentation for DE scheduling and registration 7. Provide workshops for those who are evaluating instructors during tenure or the regular cycle of evaluation; provide also to Department Chairs or any interested parties 8. Continue accessibility training 9. Explore the expansion of Open Educational Resources (OER) at Moorpark College	
4. Update on Canvas certification and transition	Tracie Bosket reported that there are 181 people who received training at Moorpark College. There will be 2 courses this fall for certification that are listed on the DE website, one will start in October, the other in November. Tracie reports that the transition through the summer was relatively smooth.	
5. Merging of courses	If you have two sections of an online course, even if it's the same course, they need to be in separate Canvas course shells. However, if you are web enhancing then you can merge those courses but it needs to be requested; the request should be sent to Tracie Bosket. If instructors want courses combined, Tracie should be notified before instructors design courses. Jennifer will send this information in an email to the deans as schedules for the spring semester are currently being worked on.	
6. Online teachers faculty listserv proposal	Rachel Messinger suggested creating a listserv to communicate regarding Canvas that would be local to MC, Joanna Miller will check with IT.	
7. "Design to Align" pilot proposal	The goal is to prepare courses to be on the OEI exchange, faculty members who are interested in preparing their courses for the OEI exchange could review one section of their rubric each month as a group. The group could meet once a month with an interim online meeting. Joanna Miller suggested sending out an email to people who are Canvas certified to see if anyone is interested, there is an existing group of 10/15 who are already interested. If successful this semester, then next semester this first group could become paid mentors for the next group.	
8. Other workgroups	Currently we have a Certification workgroup. Jennifer Kalfsbeek mentioned the possibility of having a workgroup to explore the need to figuring out how to let students know about our online courses and programs or how to make it easier to find on our website.	Online visibility workgroup: Laura Gentry, Rachel Messinger, Tracie

	An Accessibility workgroup was created. An OER workgroup was suggested to create a page to increase awareness in finding resources, zero/low cost classes with a need to define low cost, and investigating integrity of available materials.	Bosket Accessibility workgroup: Tracie Bosket, Matt Spinneberg, Becky Brister, Rachel Messinger OER Workgroup: Becky Brister, Ruth Bennington, Rachel Messinger, Joanna Miller
9. DE website	The DE website has been updated. The student section includes student orientation for online support, and there is a faculty guide including information about Canvas.	
10. Comments: Adjournment at 4:00 p.m.	Tracie Bosket commented that the thin clients aren't working for programs like Camtasia and multimedia on Canvas.	