

## 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 October 25, 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	X
	Rachel Messinger	X			
Athletics & Institutional Effectiveness	Allison Slade		Instructional Technologist/Designer	Tracie Bosket	X
			ACCESS	Matthew Spinneberg	X
Social & Behavioral Sciences	Matthew Morgan Rex Edwards	X	Student Service Council	Traci Allen	
		X	Associated Students	Wyatt Kohler	X
			DE Coordinator	Joanna Miller	X
Business, Child Development, & Student Engagement	Ruth Bennington Danita Redd	X	<b>GUESTS: Please Sign In</b> Nenagh Brown Ryan Stark		
		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			
		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		3/14/2018 (Zoom)	
11/29/2017		4/25/2018	

## *Distance Education Standing Committee*

### AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Meeting was moved to LMC 228 and began at 2:44 p.m. Minutes were reviewed.	Motion to approve minutes by Ruth Bennington and seconded by Danita Redd. Minutes were approved with one abstention by Becky Brister.
2. Issues with Canvas	Discussion of issues with Canvas. Speed grader problem, clear browser cache, cookies. Matt Spinneberg suggested iCab Mobile app which is a web browser for a small fee. Returning to previous page or undo is not available on Canvas, suggestion made to save on word document. Altering points on exams is difficult, solution suggestion to create a bank. Ruth Bennington suggested ZipGrade free app which is similar to Scantron, imports to Canvas and provides statistics.	
3. ALLY Demo (time TBD)	Ryan Sparks, representative for Blackboard Ally, presented a Webinar demonstration of this accessibility tool that can integrate directly with Canvas. Ally takes files that are loaded into the LMS and it automatically creates alternative formats. It also goes back into existing courses in LMS and creates alternative formats. Students and faculty will have access to the original version. Program allows downloading of accessible versions (documents), HTML accessible format (Matt Spinneberg mentioned that this takes several hours for him to do but it's automatic with ALLY), e-reader, electronic Braille, reader playback (MP3 audio file). Program is also helpful for ESL and commuter students. Ally does OCR scanning. Ally can do a search by key words. Instructor screen shows an icon for accessibility feedback, gives accessibility score and accessibility issues and information on how to fix accessibility issues.	
4. ZTC/OER grants/ZTC courses at MC	Zero textbook cost (ZTC) is a state-wide initiative, state requires a logo for zero cost courses. Moorpark College has about 100 courses listed. Students will be able to sort courses by icon. There are some programs that have been built around zero cost, although this is not viable for every discipline and this is not an online course initiative. Child Development developed the first fully online zero textbook cost certificate across the state. ZTC is an equity issue. Some disciplines have bought books for students to use or loan in their courses.	
5. Recap of District OER activity	Agenda item tabled.	
6. Recap of "Design to Align"	Agenda item tabled.	
7. Workgroup on OEI Consortium proposal	Agenda item tabled.	
8. Recap of Project FLOW	Agenda item tabled.	
9. Statewide definition of distance education	Agenda item tabled.	
10. Comments: Adjournment at _3:58__p.m.	Matt Spinneberg distributed fliers regarding accessibility.	