

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 September 27, 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	X	Student Service Council	Traci Allen	X
	Rex Edwards	X	Associated Students		
			DE Coordinator	Joanna Miller	X
Business, Child Development, & Student Engagement	Ruth Bennington	X	GUESTS: Please Sign In Nenagh Brown, AS		
	Danita Redd	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			

Meeting Calendar 17-18 4 th Wednesday 2:30 in A-138	Topic	Meeting Calendar 17-18 4 th Wednesday 2:30 in A-138	Topic
8/23/17	Set goals, formed workgroups	1/24/2018	
9/27/2017		2/28/2018	
10/25/2017		March TBD	
11/29/2017		4/25/2018	

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AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Minutes were reviewed, correction made to meeting date in November.	Ruth Bennington motioned to approve as amended, seconded by Matthew Morgan. Minutes approved with two abstentions: Traci Allen and Helga Winkler.
2. Review, finalize, and vote on goals for the year	Goals were discussed, reviewed and amended to: <ol style="list-style-type: none"> 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. Integrate accessibility into training related to distance education and instructional technology in collaboration with professional development 9. Explore the expansion of Open Educational Resources (OER) at Moorpark College 	Traci Allen moved to approve as amended, seconded by Matthew Morgan. 10 votes to approve with no absentions.
3. OEI residency problem	Draft letter to governor (handout) distributed. Joanna Miller reported that the letter is now on the governor's desk for signature. The letter requests that colleges participating in the OEI consortium exchange be able to share student residency determinations and eliminate barriers for student seeking to enroll in OEI exchange courses. The exchange is also working on a similar issue regarding financial aid.	
4. Recap on OER developments	Tracie Bosket said they are trying to develop a task force at the district and at each college. There will be an OER professional development activity at the district on Oct. 20 from 8:30 am to 12 pm. An email was sent to people who are using OER content to see if they want to participate by sharing their experience in the summit. The email was a call for faculty to show other faculty how they have integrated OER in their classroom. Helga Winkler reports that several faculty in Social Sciences use the OER and requested the email be sent to her. There may be nominal fee/printing cost. Zero cost courses will be posted on the schedule of classes. Jennifer Kalfsbeek Goetz will be attending a conference next week regarding zero cost. Diane Scrofano mentioned that for anyone teaching Hamilton, it is an open resource online; lyrics and audio recording are free online.	
5. "Design to Align" pilot proposal	Design to Align hand out distributed. Joanna Miller explained the Design to Align proposal. She has heard from 9 people who are interested. It is a self-review and peer mentor program which will prepare faculty for the OEI Course Exchange should MC decide to join the exchange. This semester interested faculty will meet regularly this semester, working through A, B, and C in courses. The D section is accessibility which will be integrated along the way. The objectives: 1) Learn the Rubric concepts and theory as they implement effective course design and teaching practices in online	

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	<p>courses 2) Use knowledge to mentor more DE faculty in the spring. Any courses going through the course design process with OEI to become part of the exchange will be assigned an instructional designer to ensure that courses get aligned, and especially help with accessibility. The final section, E, is mostly institutional, which would be working with IT and having resources easily defined. Some of the OER resources are not accessible. Matt Spinneberg mentioned that PD is working on trying to get the accessibility experts to come to MC. Accessibility concerns can be addressed by Tracie Bosket or HTCTU.net (High Tech Center Training Unit); this group is connected to OEI/OER and are funded by the state as part of the initiative to improve online education, they support every community college.</p>	
6. Workgroup reports	<p>Online visibility workgroup did not meet.</p> <p>The Accessibility workgroup (Matt Spinneberg, Tracie Bosket, Becky Brister, Rachel Messinger) want to give faculty a better understanding of the importance of accessibility, importance of screen readers. Matt Spinneberg has two how-to guides; one is an accessible documents guide that includes how to send accessible emails, and the other is a multimedia guide for accessibility and will include videos. The guides will be available on the DE website in the faculty section and the PD website. Matt discussed the Read and Write software that the college should have access to but Matt is the only person who has this software. The software is not just for ACCESS students, the software can read material and store documents. Matt requested Jennifer to contact Dan McMichaels to add the software to the portal. Joanna Miller suggested that this might be made available through Canvas. Tracie has a How To Guide for Media Solutions and it will be posted on the DE website. Matt also recommended ABBYY FineReader software to convert PDF documents to Word documents. This software is \$100 per user not a site license. HCTCH highly recommends ABBYY instead of Acrobat for accessibility. Jennifer suggested an accessibility tab with resources available for students and faculty.</p>	
7. OEI Consortium	<p>Joanna Miller reported that the Exchange will open at the end of the month. More than 60+ courses have been approved with 11 participating institutions, they expect that spring will be the test. If we are interested, since we are a sister college to VC, we would be one of the first ones they would work with; MC will need an implementation team that will include IT, financial aid, counseling, student services, DE, registrar's office representatives. Courses going through mentor program will be the ready first. If we agree to move forward it needs to go to academic senate and admin council. This semester is the pilot phase. The host college will receive the FTES, the home college receives the completion.</p>	
8. March 2018 meeting date	<p>The meeting date in March 2018 is scheduled to meet during spring break. The committee decided to change the meeting date to Wednesday, March 14th, location TBA.</p>	
9. Comments: Adjournment at 4:05_p.m.		