

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

February 28th, 2018

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	Karen Rothstein	
Athletics & Institutional Effectiveness	Allison Slade		Instructional Technologist/Designer	Tracie Bosket	X
			ACCESS	Matthew Spinneberg	X
Social & Behavioral Sciences	Rex Edwards	X	Student Service Council	Dave Anter	X
			Associated Students	Emily Kamal	X
			DE Coordinator	Joanna Miller	X
Business, Child Development, & Student Engagement	Ruth Bennington Danita Redd	X X	GUESTS: Please Sign In		
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 Design-to-Align	
9/27/2017	Finalized goals, OEI, OER	2/28/2018 OEI Application	
10/25/2017	ALLY demo	3/14/2018	
11/29/2017	DE PD funds	4/25/2018	

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AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Meeting began at 2:35 p.m. Minutes approved.	Minutes were approved with motion by RB and second by LG.
2. Issues with Canvas	RM reported some grade entry issues when grades are entered in spreadsheet view.	
3. OEI Consortium update	We have completed our application, and await only two signatures. This will be submitted tomorrow.	
4. OEI Rubric Adoption update	<p>Ruth- Expressed concern that it would be used in the Evaluation process. The instructor who teaches the regular online class wouldn't know how to use the OEI Rubric.</p> <p>Jennifer – 7 deans would do this sort of evaluation. She would use it as a reference during evaluation. Couldn't 'ding' someone for it because it's not part of the contractual evaluation process. Would love to have it so that when I make the recommendation, I could say, "Go to the OEI Rubric, or go to summer conference."</p> <p>Rachel adds that it could be an opportunity for Tenure as a suggestion for the new faculty.</p> <p>Jennifer: Supporting it is not imposing it.</p> <p>Ruth is going to make a checklist</p> <p>Diane adds that it's overwhelming.</p> <p>Rachel – used to think of it as overwhelming, but with the Design to Align class I now see what other instructors do.</p> <p>Ashley - Shall we adopt with conditions.</p> <p>Jennifer – That it is not intended to be obligatory or</p> <p>ACCESSIBILITY: Matt introduced the idea that the Rubric is derived from law on accessibility. Joanna discussed the State Auditor's Accessibility Audit of three colleges that all failed the audit: American River, DeAnza, and Cerritos.</p> <p>Laura suggests we hire student workers to help make classes accessible.</p> <p>Jennifer says we may not be able to hire student workers.</p> <p>Laura: Says we need a webpage with How to's on making documents accessible.</p> <p>Matt suggests a monthly workshop on accessibility.</p> <p>Jennifer is concerned that DE should house the Accessibility issue.</p> <p>Dave suggests it is a Professional Development issue.</p> <p>Shall we have more professional development.</p> <p>ACTION TO ADOPT: TRACIE MOVES TO APPROVE, AND LAURA SECONDS. ALL VOTE IN FAVOR, BUT STUDENT REPRESENTATIVE EMILY KAMAL ABSTAINS. Faculty are encouraged to apply the OEI Rubric in their online classrooms, however it is not to be considered obligatory, except in the case of Accessibility/ADA Compliance, which is required by law. The OEI Rubric is also not intended to be used as a guideline during faculty evaluations.</p> <p>Rachel will forward to Academic Senate for approval.</p>	TB made a motion, LG second. Everyone voted in favor except student representative who abstained.
5. Design-to-Align update	The new cohort started on Thursday 2/22. There are five mentors and six mentees.	

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6. DE Summit	D.E. Summit this Friday 3/2.	
7. Common language and presentation for DE scheduling and registration	<p>Emily: Right now there only a few options, one of which includes TV classes. Hybrid classes show up under Online only.</p> <p>Jennifer: Hybrid classes get counted as online because data is very different. Role is if we have recommendations, we can forward them.</p> <p>Dave suggests that we forward to the District Banner Student Group.</p> <p>Jennifer: We now have a district committee that can help coordinate.</p> <p>Rachel: We will discuss at our meeting Wednesday, March 14, so we have two weeks in A-138</p>	
8. Proposal for Distance Education Program Plan	<p>Rachel: This is on our list of goals for the year. Is it academic or is it administrative?</p> <p>Joanna: This could be a place for strategic planning and goals, and resources would be tied to this. Problems might be to marry logistics with plan.</p> <p>Rachel: There have been issues this year. For instance, if we like Ally, then how can we go forward with that?</p> <p>Jennifer adds that enrollment management would be part of the plan, and that this aspect would stay with the Dean. She adds to the DE Program plan when the committee makes recommendations.</p> <p>Ruth suggests that the committee vote on what should be in the Program Plan, and then co-chairs would formally meet and add to it.</p> <p>This could be added to the DE Coordinator list.</p> <p>Laura moves and Emily seconds that this come back to the committee for next meeting.</p>	LG made a motion, EK seconded. We will discuss details at the next meeting.
9. Update: DE Coordinator replacement for Spring 2018	It was noted that Joanna is departing, and the announcement has gone out for a replacement DE Coordinator.	
10. Comments:		
Adjournment at <u> 4 </u> p.m.		