

## *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 26th, 2018**

**2:30 PM – 4:00 PM, A-138**

Division/Position	Name	Present	Division/Position	Name	Present
<b>Co-chairs</b>	Jennifer Goetz Rachel Messinger	X X	<b>Dean</b>	Karen Rothstein	X
<b>Student Health, Athletics, Kinesiology, ACCESS &amp; Math</b>	Claudia Gutierrez	X	<b>Instructional Technologist/Designer</b>	Tracie Bosket	X
			<b>ACCESS</b>	Matthew Spinneberg	X
<b>Social &amp; Behavioral Sciences</b>	Brian Herlocker Rex Edwards	X X	<b>Student Service Council</b>	Dave Anter	X
			<b>Associated Students</b>	Sonali Murugan	X
			<b>DE Coordinator</b>	Anasheh Garabighi	X
<b>Business, Child Development, &amp; Student Engagement</b>	Shannon Macias Danita Redd	X	<b>GUESTS: Please Sign In</b>		
<b>EATM, Life &amp; Health Sciences</b>	Jana Johnson Ashley Vaughan	X X			
<b>Languages &amp; Learning Resources</b>	Diane Scrofano	X			
<b>Physical Sciences &amp; Career Ed</b>					
<b>Arts, Media &amp; Communications</b>	Becky Brister	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
08/22/18	CVC-OEI, online enrollments	1/23/19	
09/26/18		2/27/19	
10/24/18		3/20/19 (location TBA)	
11/28/18		4/24/19	

## *Distance Education Standing Committee*

### AGENDA

Topic	Discussion/Comments	Action
1. Welcome & approval of minutes	Ashley Vaughn moved to approve. Becky Brister seconded.	Approved
2. Design to Align	J. Miller's proposal for a faculty self-mentorship was discussed. Jennifer G. said that we could use Peer Online Course Review (POCR) which is a peer group formed after the first wave of people are aligned. Jennifer is investigating how other campuses implemented POCR, Jennifer said it is ideal to have mentors paid. Ashley V. said mentorship is important whether or not one wants to "align." Jennifer G. indicated that even though mentorship is important for OEI alignment, she sees no reason why we can't have POCR for others. It will take a year for a POCR (working title) to form because POCR can't be done until the first batch of faculty have their courses accepted by OEI.	
3. OEI Next Steps	Two emails will go out about a You'll Come for CVC- OEI alignment for the exchange. The second message will go to all DE & DE certified faculty to put their courses through now with or without alignment preparation. The first submission and acceptance could happen as soon as November (the turn over is four – six weeks) or several months from now. The steps in the CVC-OEI acceptance process were explained by Jennifer. Tracie is available for help and she will set up a schedule for group meetings. A second instructional support person may be hired (at least provisional).	
4. Changes to the AFT Contract regarding DE	Article 23 – Relating to evaluation of an online counseling session or class – The evaluator needs to have gone through CANVAS training or orientation. The window of time for evaluating an online class will be no more than two days during a five day window of time. Traci B. must be alerted to put the evaluator in the class and then remove him/her. What they should be looking for in terms of guiding points will be determined by a rubric (the one from CVC-OEI). Regarding training for the online teaching mandated by the VCCCD, it can't be more than 10 hours without pay. In the future we might consider two tracks (one for those brand new to online teaching and one for those switching to a new LMS). When training is set up again, faculty will need to help in the decision about the training. Nenagh B. and Rachel M. reminded us of the importance of faculty serving on district committees to have our perspectives included in final decisions.	
5. DE Courses vs. Correspondance Courses	DE vs Correspondence: Danita R. raised the issue about a student able to finish a course during the weekend before the start of fall semester. A reminder about best practices will go to all faculty. Rachel M. noted that students sometimes ask her to open all her modules early which she will not do (not a best practice). Others talked about adhering to best practices but allowing students to see assignments early.  A question was raised about not seeing some students log on in time. Dave Anter recommended screen shots are sent to Marc Bowman through Tracie B.	An email will go out to DE certified and in-process faculty.  Traci will forward screen shots from Ashley to Marc Bowman.
6. Goals and Accomplishments	Matt S. would like to see the integration of Allied Blackboard in the CANVAS Shells. The CVC-OEI mentorship goal was added (this one will overlap with PD). The goals will be finalized at the October meeting.	See Below
7. Survey Results	Delayed to the October meeting.	
8. Comments:		
Adjournment at 4:00 p.m.		

*Distance Education Standing Committee*

**GOALS  
2018-2019**

#	GOALS	ACCOMPLISHMENTS
1	Support the integration of Blackboard Ally in all Canvas shells in Moorpark College classes	
2	Pursue the process of forwarding courses to the CVC-OEI Consortium	
3	Begin to utilize the tools and applications that the CVC-OEI brings to Moorpark College e.g. NetTutor, Proctorio, Cranium Cafe	
4	Explore how to continue voluntary faculty peer review/mentor program in alignment with the CVC-OEI rubric	
5	Continue workshops for those who are evaluating instructors during tenure or the regular cycle of evaluation; provide also to Department Chairs or any interested parties	
6	Explore what instructional technology software and hardware applications would enhance teaching in distance education courses	
7	Coordinate with Student Success and Equity on matters related to the Open Educational Resources (OER) at Moorpark College	
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Minutes Submitted by Danita Redd