Distance Education Standing Committee

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 24, 2016
2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Jennifer Goetz Lee Ballestero	X	**Dean**		
Athletics & Institutional Effectiveness			**Instructional Technologist**	Tracie Bosket	X
	Allison Slade		**ACCESS**		
Behavioral & Social Sciences	Cynthia Barnett	X	**Student Service Council**	Traci Allen	X
	Leeann Mulville/Rex Edwards	X	**Associated Students**		
			DE Coordinator	Joanna Miller	X
Business, Digital/Media/Visual Arts, and Child Development	Cynthia Sheaks-McGowan		**GUESTS:** Nenagh Brown		
	Ruth Bennington	X			
	Tim Samoff				
Enrollment Services, Health & Life Sciences	Jana Johnson				
	Rachel Messinger	X			
Languages & Learning Resources	Beth Gillis-Smith				
	Diane Scorfano/Perry Bennett	X			
Mathematics & Physical Sciences	Cynthia Reed				
	Martin Chetlen	X			
Performing Arts & Student Life	Nathan Bowen				
	Laura Gentry	X			

Meeting Calendar 16-17 4th Wednesday 2:30 in A-138	Topic	Meeting Calendar 15 - 16 4th Wednesday 2:30 in A-138	Topic
8/4/2016	Set Goals	1/25/2017	Website
9/28/2016	Accreditation	2/22/2017	Canvas training
10/26/2016	Canvas training	3/22/2017	Canvas training
11/23/2016	DE Student Services review	4/26/2017	Review Goals

AGENDA

Topic	Discussion/Comments	Action
1. Welcome new members & approval of minutes	ASP Nenagh Brown welcomed committee, with a reminder that a standing committee shall make recommendations related to DE. Minutes reviewed. Corrections suggested with a motion to approve as amended by Martin Chetlen. Tracie Bosket seconds the motion.	Minutes approved as amended with 2 abstentions (Traci Allen, Leeann Mulville)
2. Review/Revise goals for 2016-2017	Goals were discussed and proposed: Contribute to the development of a vision for the DE program and create a program plan Canvas transition planning and assistance Investigate OEI programs and resource such as Vericite to determine if they are the right fit for the campus Discuss Canvas training parameters and make recommendations to refine training Professional development opportunities for online resources Review accreditation findings and discuss feedback Create a voluntary peer review program for DE courses within the District Create a peer review program using the OEI course design rubric to help prepare for the Exchange Recommend a common language for CRN notes Provide workshops for those who are evaluating instructors during tenure or the regular cycle of evaluation Continue accessibility training	
3. DE Videos-review those provided & discuss how to use most effectively	OEI videos are available to assist students taking DE classes. Committee asked to review videos for possible discussion at next meeting. What videos should be available to students? Should videos be proactive or intrusive? What is the feasibility? Should the videos be included in orientation with the GPS coaches? Begin a piloted program for students enrolled in online classes to watch introduction video.	
4. Developing Canvas training: What should be considered as certification? -Accept trainings from outside of the District? -@One trainings? -'Testing out'? -Parameters	Tracie reported that there are 60 people who need training on Canvas for the spring. Workgroup created to suggest parameters for accepting training from outside of District. Tracie Bosket, Joanna Miller, Martin Chetlen, and Rachel Messinger will serve on the workgroup and bring forward recommendations. There is an @One training course that is similar to the Ventura course and offered at $65/person or they can set up courses for Moorpark College faculty.	
5. Accreditation update	The accreditation team will be on campus the week of the next DE meeting. They will have access to online courses and also be checking syllabi, course accessibility, SLOs, objectives, resource information, student/instructor engagement and policy.	
6. DE Student Services—some results	Summary of survey results reviewed (handout). 30% of students who responded took a fully online class. Most students (50%) do the same in online classes when compared to on ground classes but 30% reported doing worse.	
7. Announcements: Canvas training in both Sept. and Oct. Look for email announcing how to register. **Fall Student Support for D2L and Canvas days and times:** Online student technical support (D2L / CANVAS)	Email will be sent regarding training. D2L will be offered through the end of next summer sessions. 24/7 CANVAS technical help phone support for faculty and students, 844-602-6290.	

~ This is a service for STUDENTS who are studying ONLINE or HYBRID using CANVAS or D2L. • Walk-in: AA-101 • Call: 805.553.4188 • Email (new address): MConlineSTUDENTsupport@vcccd.edu Hours for fall, 2016: ☐ Monday: 12:30-5:30 ☐ Tuesday: 1-6:00 pm ☐ Wednesday: 12:30-5:30 ☐ Thursday: 1-6:00 pm		
8. Comments Adjournment at _____p.m.	Meeting adjourned at 4 p.m.	