

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

Agenda September 28, 2016 2:30 PM – 4:00 PM, A-138

| Division/Position | Name | Present | Division/Position | Name | Present |
|--|--|---------|-----------------------------------|---------------|---------|
| Co-chairs | Jennifer Goetz Lee Ballestero | X X | Dean | Amanuel Gebru | |
| Athletics & Institutional Effectiveness | Allison Slade | | Instructional Technologist | Tracie Bosket | X |
| | | | ACCESS | Obalid Younan | X |
| Behavioral & Social Sciences | Cynthia Barnett Leeann Mulville/Rex Edwards | X X | Student Service Council | Traci Allen | X |
| | | | Associated Students | Sydney Pugh | X |
| | | | DE Coordinator | Joanna Miller | X |
| Business and Science | Cynthia Sheaks-McGowan Ruth Bennington | X | GUESTS: Please Sign In | | |
| Enrollment Services, Health & Life Sciences | Jana Johnson Rachel Messinger | X | | | |
| Languages & Learning Resources | Diane Scorfano Perry Bennett | X | | | |
| Mathematics & Physical Sciences | Brendan Purdy Martin Chetlen | X X | | | |
| Performing Arts & Student Life | Nathan Bowen Laura Gentry | X X | | | |
| Student Success & Engagement | Traci Allen | X | | | |
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| Meeting Calendar 16-17 4 th Wednesday 2:30 in A-138 | Topic | Meeting Calendar 16-17 4 th Wednesday 2:30 in A-138 | Topic |
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| 8/4/2016 | Set Goals | 1/25/2017 | Website |
| 9/28/2016 | Canvas certification | 2/22/2017 | Canvas training |
| 10/26/2016 | Peer review | 3/22/2017 | Canvas training |
| 11/23/2016 | DE Student Services data | 4/26/2017 | Review Goals |

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AGENDA

| Topic | Discussion/Comments | Action |
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| 1. Welcome members & approval of minutes | Meeting began at 2:37 pm. Newcomers were welcomed and introductions were made. Minutes were reviewed. Motion to approve by Martin Chetlen, Ruth Bennington seconds the motion. | Minutes approved with 2 abstentions(Jennifer Goetz, Sydney Pugh) |
| 2. Revise/approve goals for 2016-2017 | Goals were discussed and amended as follows: <ol style="list-style-type: none"> 1. Explore how to best support the DE vision through the program planning process. 2. Canvas transition planning and assistance. 3. Investigate Online Education Initiative (OEI) opportunities and expand awareness on campus. 4. Discuss Canvas training parameters and make recommendations to refine training. 5. Expand professional development opportunities for current or perspective online faculty. 6. Review accreditation findings and discuss feedback. 7. Create a voluntary peer review/mentor program for DE courses within the district. 8. Discuss joining the Exchange. 9. Create a peer review program using the OEI course design rubric to help prepare for the Exchange. 10. Explore common language and presentation for DE scheduling and registration. 11. Provide workshops for those who are evaluating instructors during tenure or the regular cycle of evaluation. 12. Continue accessibility training. | Goals amended and committee votes to approve unanimously. |
| 3. Report out from workgroup on Canvas training and accepting trainings from outside the district | D2L will be supported through 6/30/17. 110 faculty will need training. Overview: <ol style="list-style-type: none"> 1. Faculty need training appropriate to their level of use 2. Faculty teaching online and hybrid classes must complete Canvas certification training that includes pedagogical and operational elements. Canvas training may be taken at MC, OC, or VC. Faculty trained at other campuses out of district must provide proof of training to include the same pedagogical and operational elements. Certification process for faculty trained at other colleges: 1) Compile certification syllabus/email/certification from training campus, including contact information for trainer when available. 2) Contact the Distance Education Division Office. The Division Office staff is developing a form the faculty can complete. 3) Submit the form along with the Canvas Course Training syllabus, and any other available documents to the Division Office. 4) The materials will then be forwarded to the DE Certification Work Group. 5) Work Group will then evaluate the syllabus and other materials to determine whether the course aligns with the criteria developed. a) If there is not enough information to make the determination, the workgroup contacts the campus and trainer for more information. 6) The Work Group makes a determination on the Canvas Training Course a) If the Training Course aligns with the criteria for Moorpark College; the faculty is notified and is certified to teach online at Moorpark College. i) Additionally, that college's Canvas Training Course is approved, and maintained on a list of approved | Committee votes to approve workgroup's recommendation for online and hybrid certification training with one abstention (Nathan Bowen). |

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| | <p>trainings so that further evaluation of that college's Canvas Training Course will not be necessary. ii) Faculty from colleges with approved Canvas Training Courses need only prove completion of the approved course. b) If the Work Group determines that the course does not align with Moorpark College requirements, the faculty is referred to take the Moorpark College Canvas Training course. i) that college's Canvas Training Course is added to the Not Approved list. ii) that college's Canvas Training Course can be reevaluated if training is changed.</p> <p>Additionally, the workgroup would like to initiate a statewide repository so that colleges can share their Canvas Training Courses to streamline the certification process.</p> <p>3. Web-enhanced training—still under discussion.</p> | |
| 4. Videos for students registering in DE classes-Pilot for spring (Lee) | <p>Videos or pop-ups can't be automated for students who register for online classes unless it done Districtwide. This would require a request to the district which prioritizes requests from campuses. Lee received a suggestion regarding a pilot to see if there is any effectiveness of sending automatic email to students who are registered for an online class to view a video that helps them understand the challenges of online classes; changes will be tracked for student success and retention. Institutional research can send an email to students and send a form email and track students. Pilot to be rolled out in November.</p> <p>Committee prefers the Introduction to Online Classes and Myths about Online Classes videos.</p> | |
| <p>5. Announcements:</p> <p>Peer Review/Mentoring (Joanna)</p> <p>OEI resources and workgroup (Lee)</p> <p>Canvas users now have 24-7 support for faculty and students! Call: 844-602-6290 for help.</p> | | |
| 6. Comments Adjournment at _4__p.m. | | |