*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 – April 22**

**2:30 PM – 4:00 PM, Zoom Meeting**

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| **Division/Position** | **Name** | **Present** | **Division/Position** | **Name** | **Present** |
| **Co-Chairs** | Matt Calfin  Shannon Macias | X | **Dean** |  |  |
| X | **Academic Senate President** | Nenagh Brown | X |
| **English and Student Life** | Diane Scrofano | X | **Instructional Technologist/Designer** | Tracie Bosket  Michael Ashton |  |
| X |
| **ACCESS** | Matthew Spinneberg | X |
| **Access, Kinesiology, Athletics, Library, Math,**  **DE & Teaching and Learning** | Claudia Gutierrez  Jackie Kinsey | X | **Student Service Council** | Claudia Wilroy |  |
| X | **Associated Students** | Jordan Ross |  |
| **DE Coordinator** | Anasheh Gharabighi | X |
| **EATM, Life & Health Science** | Ashley Vaughan  Rachel Messinger  Jana Johnson (alternate) |  | **GUESTS: Please Sign In**  **Mary Rees**  **Ruth Bennington**  **Shandor Batoczki**  **Rena Petrello**  **Josepha Baca**  **Renee Butler**  **Cindy Reed**  **Cynthia Sheaks-McGowan**  **Erik Reese**  **Rolland Petrello**  **Tom Ogimachi** | | |
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| **Physical Science and Career Education** | Loay Alnaji  Esmaail Nikjeh | X |
|  |
| **Business, Social and Behavioral Sciences,**  **Child Development and Languages** | Brian Herlocker  Rex Edwards | X |
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| **A&R, Counseling, Student Life and Support, EOPS,**  **and Student Health Center** | Daniel Aguilar  Danita Redd |  |
|  |
| **Arts, Media & Communications** | Becky Brister  Suzanne Fagan |  |
| X |

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| **Meeting Calendar 19-20**  **4th Wednesday 2:30 in A-138** | **Topic** | **Meeting Calendar 19-20**  **4th Wednesday 2:30 in A-138** | **Topic** |
| ~~08/28/19~~ |  | ~~01/29/20~~ |  |
| ~~09/25/19~~ |  | ~~02/26/20~~ |  |
| ~~10/30/19~~ |  | ~~03/25/20~~ |  |
| ~~11/20/19~~ |  | ~~04/22/20~~ |  |

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion/Comments** | **Action** |
| 1. Announcements and Survey | Mary Rees thanked the DE Committee for its commitment the needs of the campus and providing student support. Summer is already online, with a few exceptions. 12/30 deadline to make all actions needed to make courses online. Requesting list of classes that could be hybrid and if able, online in case of an emergency. If a class would not be able to be taught completely online, requesting information from faculty as to why not. |  |
| 2. Approval of March Minutes | Motion to approve – Tracie, 2nd Claudia G. All in favor. |  |
| 3. Next Year’s Dates, back to 4th Wednesday?  8/26, 9/23, 10/28, 11/18 (Avoid Thanksgiving week)  1/27, 2/24, 3/24, 4/28 | Yes, 4th Wednesdays works for everyone. Shannon to send out calendar invites soon. |  |
| 4. DE Committee Charge Feedback – Adds/Deducts/Changes in Voting Members | Motion to approve as amended – Diane, 2nd Loay. Tracie – Against. All others in favor. |  |
| 5. 2019-2020 Goals: Review and Accomplishments | Motion to approve – Loay, 2nd Tracie. All in Favor. |  |
| 6. POCR Update – Matt and Anasheh | 3 classes through review, ready to go to state. Close to becoming a POCR certified campus. 7 more classes in review. 10 total out of 20 of the classes will be ready for state review. |  |
| 7. Online Instruction Update/Tech Update. – Tracie, Michael | Current Canvas Certification Training – 62 faculty  Next Canvas Certification Training – 78 faculty  Multiple training sessions continue for faculty/staff. |  |
| 8. Online Teach Conference Follow-Up – Matt | OTC online only now and free. Check OTC website for new registration, will need to request refund if already paid. |  |
| 9. CVC-OEI Grant Update – Matt | Dates extended through December. New timelines will be discussed at tomorrow’s meeting. |  |
| 10. DDEAC Updates – Matt, Tracie, Anasheh, Diane | District tools, expansion of Distance Education. Next meeting May 6th. |  |
| 11. Online Welcome Letter – Cynthia and Tom | Math Dept. suggesting to emulate COC’s approach and offer a link to DE orientation letters, but requires a District adoption. Asked and received DE Committee approval to continue. DE will offer feedback and help moving forward to present to District. |  |
|  | Matt S. asked for ideas for Best Practices for PD for August flex week. Requesting list of faculty willing to present. |  |
| 12. Comments:  Adjournment at 4:16 p.m. | Motion to adjorn – Matt S, 2nd – Loay. All in favor. |  |