*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 26, 2020**

**2:30 PM – 4:00 PM, A-138**

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| **Division/Position** | **Name** | **Present** | **Division/Position** | **Name** | **Present** |
| **Co-Chairs** | Matt Calfin  Shannon Macias | X | **Dean** |  |  |
| X |
| **English and Student Life** | Diane Scrofano | X | **Instructional Technologist/Designer** | Tracie Bosket | X |
| **ACCESS** | Matthew Spinneberg | X |
| **Access, Kinesiology, Athletics, Library, Math,**  **DE & Teaching and Learning** | Claudia Gutierrez  Jackie Lepeau | X | **Student Service Council** | Claudia Wilroy |  |
| X | **Associated Students** | Jordan Ross |  |
| **DE Coordinator** | Anasheh Gharabighi | X |
| **EATM, Life & Health Science** | Jana Johnson  Ashley Vaughan  Rachel Messinger |  | **GUESTS: Please Sign In**  **Nenagh Brown**  **Ruth Bennington**  **Cindy Sheaks-McGowan** | | |
|  |
|  |
| **Physical Science and Career Education** | Loay Alnaji  Esmaail Nikjeh | X  X |
| **Business, Social and Behavioral Sciences,**  **Child Development and Languages** | Brian Herlocker  Rex Edwards |  |
|  |
| **A&R, Counseling, Student Life and Support, EOPS,**  **and Student Health Center** | Daniel Aguilar  Danita Redd |  |
| X |
| **Arts, Media & Communications** | Becky Brister |  |

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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 - CHANGED |  |

**Agenda**

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| --- | --- | --- |
| **Topic** | **Discussion/Comments** | **Action** |
| 1. Announcements | New member, Jackie Lepeau introduced herself.  3C Media – no funding for closed captioning until July 1. Work around might be to use You Tube and manually fix closed captioning. Ruth pointed out this will hinder the grant deadlines requiring course completion aligning with the CVC-OEI rubric. Matt C. mentioned they are developing a streamlined process pending information and will soon let faculty know the best practice. |  |
| 2. Approval of January Minutes | Motion to approve with changes – Tracie, 2nd by Danita. All approved. |  |
| 3. CVC-OEI Grant Update - Matt | Matt reviewed the grant for the committee for our new members. March 30th is the deadline to review by POCR, April 30 is deadline to complete courses. |  |
| 4. POCR Update – Matt and Anasheh | POCR training for grant reviewers will be held March 6th. Arrange zoom meeting with Anasheh if faculty cannot make the training. 2 reviewers per course, either 1 or 2 classes per reviewer, each class requires 10-20 hours to review. 3 classes almost ready for review, push these classes to qualify to become POCR certified. 15 faculty to complete course evaluations. POCR training highly recommeded by multiple faculty; Nenagh mentioned that money might be available to extend POCR training to other faculty beyond the grant. |  |
| 5. Instructional Technologist Position Update - Matt | Micheal Ashton is the new IT starting March 16th, hoping to find funding to extend his assignment past June 30th. |  |
| 6. DDEAC and ITAC Updates – Matt, Tracie, Anasheh, Diane | Proctorio – Not funded after 6/30, possible replacement Respondus test proctoring. DE Summit March 19th.  Student Support Hub presented – benefits, online counseling demos, District to adopt.  ITAC update – Ventura faculty presented integration into the classroom, QR codes, etc. Moorpark might be next site to present as rotating through campuses in the District. |  |
| 7. 2019-2020 Goals: Review and Advancement – Shannon, Student Services Goal – Matt, DE Addendum | Shannon gave examples of Hybrid/online/traditional Success Rates information she presented to Business Department and feedback given from Dept. meeting.  Student Success Hub request for input from Departments, Business Department gave suggestions. |  |
| 8. Online Teach Conference Follow-Up | Matt requested to email him faculty from each department interested in attending the OTC. |  |
| 9. DE Committee Charge Feedback - Shannon | Nenagh provided insight into the review of DE Committee charge every three years and current make-up of DE including voting members. |  |
| 10. Tech Update – Tracie | Work around for lack of funding for 3C Media closed captioning is to load video to You Tube and edit captions. Other options – Canvas Studio, Playposit (interactive video), not Camtasia – CC isn’t accurate and difficult to edit. |  |
| 11. Time for Group Collaboration | Tabled. |  |
| 12. Comments:  Adjournment at 4:01 p.m. |  |  |