*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 - March 25, 2020**

**2:30 PM – 4:00 PM, Zoom Virtual Meeting**

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| **Division/Position** | **Name** | **Present** | **Division/Position** | **Name** | **Present** |
| **Co-Chairs** | Matt CalfinShannon Macias | X | **Dean** |  |  |
| X | **Academic Senate President** | Nenagh Brown | X |
| **English and Student Life** | Diane Scrofano | X | **Instructional Technologist/Designer** | Tracie BosketMichael Ashton | X |
| X |
| **ACCESS** | Matthew Spinneberg | X |
| **Access, Kinesiology, Athletics, Library, Math,** **DE & Teaching and Learning** | Claudia GutierrezJackie Kinsey | X | **Student Service Council** | Claudia Wilroy | X |
| X | **Associated Students** | Jordan Ross |  |
| **DE Coordinator** | Anasheh Gharabighi | X |
| **EATM, Life & Health Science** | 2 votes: Jana JohnsonAshley Vaughan Rachel Messinger |  | **GUESTS: Please Sign In****Julius Sokenu****Mary Rees****Shandor Batoczki****Rena Petrello****Cynthia Sheaks-McGowan****Perry Martin****Erik Reese****Rolland Petrello****Ruth Bennington****Oleg Bespalov****Danielle Kaprelian****Wayne Snyder** |
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|  |
| **Physical Science and Career Education** | Loay AlnajiEsmaail Nikjeh | X |
| X |
| **Business, Social and Behavioral Sciences,** **Child Development and Languages** | Brian HerlockerRex Edwards |  |
|  |
| **A&R, Counseling, Student Life and Support, EOPS,** **and Student Health Center** | Daniel AguilarDanita Redd | X |
| X |
| **Arts, Media & Communications** | Becky Brister | 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**

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| --- | --- | --- |
| **Topic** | **Discussion/Comments** | **Action** |
| 1. Announcements, Introduction of New IT, Michael Ashton, Shandor B.  | Julius Sokenu addressed Committee, thanking faculty and staff, and reminding us that our focus should now be on pedagogy, developing student skills, etc. Faculty should replicate the learning that was achieved in the classroom as much as possible through this different experience. Let management know what you need. Be sensitive to student needs, while continuing to hold them accountable. Focus on the hours required and goals attained as outlined in the COR. Focus on “mastery of skills,” hold students accountable but “add grace.” Meet the needs of ALL students. Summer classes will only be available online. Information on finals and grade submission dates will be provided soon. Mary Rees also addressed Committee, thanking us for our vision. Mentioned more funding available to deal with closed captioning issue, details will be released in the near future. Computers available for faculty, staff, and students; might look into Chrome books, etc. depending on need. Already have distributed 80 computers. Labster available to complete labs, should be available in Canvas sometime next week. Proctorio license extended into next year. Training to be provided. Links were distributed for Proctorio resources in the chat. Shandor B. introduced himself and provided his availability: 8-5 M-R, 8-12 FMichael Ashton introduced himself.  |  |
| 2. Approval of February Minutes | Motion to approve – Tracie2nd – Diane S.Approved, Opposed: None, Abstentions: Daniel Aguilar, Becky Brister, Claudia Gutierrez |  |
| 3. Online Instruction Update – DE’s Role - Matt | Additional links/resources provided in chat.  |  |
| 4. Online Instruction – Models, Best Practices, Suggestions for Testing, Lecture, Virtual Office Hours, etc. | Additional links/resources provided in chat.  |  |
| 5. CVC-OEI Grant Update - Matt | Dates might be extended.  |  |
| 6. POCR Update – Matt and Anasheh | 3 classes ready to be review at the state level, should meet this goal.  |  |
| 7. DDEAC and ITAC Updates – Matt, Tracie, Anasheh, Diane | None. |  |
| 8. 2019-2020 Goals: Review and Advancement – Shannon – Online Certificates (All offered online now?), Student Services Goal – Matt, DE Addendum | Changing focus from goals due to COVID-19. Shift to faculty training and student resources. |  |
| 9. Online Teach Conference Follow-Up – Matt | As of now, still planning on holding OTC in Pasadena. Complete paperwork, scan to email. Hotel is full.  |  |
|  10. DE Committee Charge Feedback - Shannon | Shannon to email again, requested to address early in the April DE meeting.  |  |
| 11. Tech Update – Tracie  | Tracie gave demo of uploading video to You Tube and process to close caption. She will send detailed instructions of process. Ruth mentioned recording ConferZoom to cloud captioning works well and she suggests submitting shorter videos for a faster turn around. Rena also suggested submitting first thing in the morning for a quicker return. Both agreed the turn around was less than 24 hours.  |  |
| 12. Time for Group Collaboration | Tabled. |  |
| 13. Comments:Adjournment at \_4:05\_\_ p.m. |  |  |