*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 22, 2021**

**2:30 PM – 4:00 PM, Zoom Meeting**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Matt Calfin |  | **Dean** | Howard Davis |  |
| Ruth Bennington (interim)  Christy Douglass\* |  | **Student Service Council** | Claudia Wilroy |  |
| **English and Student Life** | Diane Scrofano |  | **Instructional Technologist/Designer** | Tracie Bosket |  |
| Michael Ashton (alternate) |  |
| **ACCESS** | Matthew Spinneberg |  |
| **Access, Kinesiology, Athletics, Library, Math,**  **DE & Teaching and Learning** | Chris Copeland |  | **Acad. Senate President** | Erik Reese |  |
| Jackie Kinsey |  | **DE Coordinator** | Kelsey Stuart |  |
| **POCR Coordinator** | Anasheh Gharabighi |  |
| **Associated Students** | Kobe Catton |  |
| **EATM, Life & Health Science** | Jana Johnson |  | **GUESTS:**  Mary Rees - Interim Vice President of Academic Affairs  Ruth Benninton - Accounting  Becky Brister - Photography/Graphics  Sarah Martinson - Library (Online Student Support Desk)  \*Pending Senate Approval on 9/21/21 | | |
| Rachel Messinger |  |
| Ashley Vaughan (alternate) |  |
| **Physical Science and Career Education** | Loay Alnaji |  |
| Esmaail Nikjeh |  |
| **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 |  |
| **Arts, Media & Communications** | Anasheh Gharabighi |  |
| Suzanne Fagan |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DE Committeee Meetings** | **Meeting Calendar** Fall 21 | ~~08/25/21 (Zoom)~~ | 09/22/21 (Zoom) | 10/27/2021 | 11/17/21\* |
| **4th Wednesday 2:30** | **Meeting Calendar** Spring 22 | 1/26/2022 | 2/23/2022 | 3/23/2022 | 4/27/2022 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Announcements and Comments (2:30-2:40pm) |  |  |
| 1. Introduction of new Co-Chair & DE Coordinator – Matt Calfin (2:40-2:45pm) |  |  |
| 1. Adoption of Agenda & Approval of August 25, 2021 Minutes – Matt Calfin (2:45-2:50pm) |  |  |
| 1. Return to In-Person Meetings – Christy Douglass (2:50-2:55pm) |  |  |
| 1. PRT Follow-Up – Matt Calfin (2:55-3:05pm) |  |  |
| 1. Canvas Outcomes – Michael Ashton (3:05-3:15pm) |  |  |
| 1. Goals for 2021/2022 – Matt Calfin (3:15-3:40pm) |  |  |
| 1. DE Coordinator Update – Kelsey Stuart (3:40-3:45pm) |  |  |
| 1. POCR Update – Anasheh Gharabighi (3:45-3:50pm) |  |  |
| 1. Instructional Designers’ Update – Tracie and Michael (3:50-3:55 pm) |  |  |
| 1. Accessibility Update – Matt S. (3:55-4:00pm) |  |  |
| 1. Comments:   Adjournment at \_\_\_\_ pm. |  |  |