*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 – November 17, 2021**

**2:30 PM – 4:00 PM, Zoom Meeting**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Matt Calfin |  | **Dean** | Howard Davis |  |
| 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 AffairsRuth Benninton - AccountingBecky Brister - Photography/GraphicsSarah Martinson - Library (Online Student Support Desk) |
| 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** | Kelly Porto-Garcia |  |
| 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 (Zoom)~~ | 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 & Comments (2:30-2:40pm)
 |  |  |
| 1. Adoption of Agenda & Approval of October 27, 2021 Minutes – Matt Calfin (2:40-2:45pm)
 |  |  |
| 1. Vote to Continue Online Meetings – Christy Douglass (2:45-2:50pm)
 |  |  |
| 1. Goal Action Items – Christy Douglass (2:50-3:10pm)
 |  |  |
| 1. POCR Update: Implementation Strategies for the Equity Rubric within the POCR Process – Anasheh Gharabighi (3:10-3:25pm)
 |  |  |
| 1. Instructional Designer Update: UDL Workshops – Tracie & Michael (3:25-3:40 pm)
 |  |  |
| 1. DE Coordinator Update: Digital Tools Analysis – Kelsey Stuart (3:40-3:50pm)
 |  |  |
| 1. Accessibility Update – Matt S. (3:50-4:00pm)
 |  |  |
| 1. Comments:

Adjournment at \_\_\_\_ pm. |  |  |