*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 – February 24, 2020**

**2:30 PM – 4:00 PM, Zoom Meeting**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Matt Calfin |  | **Dean** | Howard Davis |  |
| Shannon Macias |  | **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** | Claudia Gutierrez |  | **Acad. Senate President** | Erik Reese |  |
| Jackie Kinsey |  | **DE Coordinator** | Anasheh Gharabighi |  |
| **Associated Students** | Kobe Catton |  |
| **EATM, Life & Health Science** | Jana Johnson  |  | **GUESTS:** **Mary Rees****Josepha Baca****Shandor Batoczki****Ruth Bennington****Icess Nisce (student worker)****Cynthia Sheaks-McGowan** |
| 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** | Becky Brister |  |
| Suzanne Fagan |  |

| Meeting Calendar Fall 204th Wednesday 2:30 (Zoom) | Meeting Calendar Spring 214th Wednesday 2:30 (Zoom) |
| --- | --- |
| ~~08/26/20~~ | ~~01/27/21~~ |
| ~~09/23/20~~ | 02/24/21 |
| ~~10/28/20~~ | 03/24/21 |
| ~~11/18/20~~ | 04/28/21 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Announcements and Comments (2:30-2:35pm)
 |  |  |
| 1. Approval of January Minutes (2:35-2:40pm)
 | Made the motion to approve:Seconded: Yays: Nays: Abstentions:  |  |
| 1. PRT Visit (Goal #5) – Matt (2:40-2:50)
 |  |  |
| 1. DDEAC Update – Matt (2:50-2:55)
 |  |  |
| 1. Updates on Incomplete Grades Options/Best Practices in Canvas (Goal #7) – Tracie and Michael (2:55 – 3:05)
 |   |  |
| 1. Proctoring Update (Goal #6) – Tracie (3:05-3:10)
 |  |  |
| 1. Update on Submitting Classes on the Exchange (Goal #8) – Anasheh (3:10-3:15)
 |  |  |
| 1. Update on Moorpark POCR Group (Goal #8) – Matt, Anasheh (3:15-3:25)
 |  |  |
| 1. Next Steps to Develop a Regular and Effective Contact Policy (Goal #9) – Shannon (3:25-3:30)
 | [Ventura’s Regular and Effective Contact Policy to Review](https://www-archive.venturacollege.edu/sites/default/files/files/online-services/Distance_Ed/DECommittee/regular_effective_contact.pdf) |  |
| 1. Video Use in the Classroom Documents (Goal #6) – Nenagh (3:30-3:40)
 |  |  |
| 1. Accessibilty Update and Demonstration - SHARP (Goal #6) - Matt S. (3:40-4:00)
 |  |  |
| 1. Comments:

Adjournment at \_\_\_\_\_pm. | Motion to adjorn – , 2nd  |  |