*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 – August 25, 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) |  | **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~~Chris Copeland |  | **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****Sarah Martinson****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** | Anasheh Gharabighi |  |
| Suzanne Fagan |  |

| Meeting Calendar Fall 214th Wednesday 2:30 | Meeting Calendar Spring 224th Wednesday 2:30pm |
| --- | --- |
| 08/25/21 (Zoom) | 01/26/22 |
| 09/22/21 (Zoom) | 02/23/22 |
| 10/27/21 | 03/23/22 |
| 11/17/21\* | 04/27/22 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Announcements and Comments (2:30-2:35pm)
 | * Welcome everyone we are excited to have you join us.
* Senate is accepting nominations for co-chair. Nominations are due by noon, Sept. 1, 2021. Contact Eric if you have questions regarding position.
* Welcome new members of DE committee!
 |  |
| 1. Review of Charter and Meeting Dates – Ruth (2:35-2:40pm)
 | * Reviewed DE charter
* Meetings to be held on 4th Wednesday every month (with the exception of November)
 |   |
| 1. Approval of April 2021 Minutes (2:40-2:45pm)
 |  | Made the motion to approve: Howard D.Seconded: Loay A.Yays: AllNays: NoneAbstentions: Ruth B. |
| 1. Goals Update – Ruth (2:45-2:50pm)
 | * Planning to spend more time this year working on Goals #1 and #2, looking at equity data directly related to charter.
* Will review goals again in the next meeting once we have a co-chair. Thank you all for your productivity!
 |  |
| 1. DE Professional Development – Matt Calfin (2:50-3:00pm)
 | * Discussed related DE topics of interest and professional development activities to share with new DE coordinator:
* Suggested training on effective use of new accessibility checker, closed captioning programs for instructors, training around equity practices and how they look online.
* Planning to provide some additional training on moving Zoom recordings since we are over storage capacity.
 |  |
| 1. POCR Update – Anasheh (3:00-3:10pm)
 | * To date 45 classes have gone through the POCR process, 10 of those have been badged by CBC.
* Next cohort review will be in October.
* See Anasheh if you have any questions regarding the process. Courses can be submitted for review on the Moorpark College POCR page.
 |  |
| 1. Peralta Equity Rubric – Michael and Anasheh (3:10-3:20pm)
 | * Discussed E2 topics of student resources and support.
* Examining technologies that students are being asked to use. Possible alternatives for students.
 |  |
| 1. Proctorio Follow-Up – Matt Calfin (3:20-3:40pm)
 | * Revisting discussion addressing Proctorio concerns in regards to equity and privacy.
* Interested in joining workgroup to discuss possible proctoring alternatives: Rachel M., Brian H., Michael A., Loay A.
 |  |
| 1. Instructional Designers’ Update – Tracie and Michael (3:40-3:45 pm)
 | * Remember to reach out to Michael or Tracie for any guidance or assistance with instructional design.
* Please re-emphasize and spread awareness on the rigor and purpose of OTTCC DE certification course.
* Be sure to look out for any trainings or professional development opportunities hosted by Michael or Tracie.
 |  |
| 1. Accessibility Update – Matt S. (3:45-4:00pm)
 | * CVC-OEI Local POCR Rubric Section D (16 Accessibility Checkpoints): We are building a team. Courses are reaching 100% overall accessibility.The Section D part of the Rubric is the best way to practice a universal design approach to presenting information.
* MC Marketing: Student staff are working on accessibility for their documents.
* Accessibility Checkers:
	+ Ally Accessibility Report: Report gives an overall score for the accessibility. Can be found by in the Navigation of the Canvas course.
	+ PopeTech Accessibility Checker: Great tool to use with the Ally Accessibility Report.
	+ Microsoft PowerPoint and Word have accessibility checkers.
* Audio/Video:
	+ Canvas Studio: Provides a decent auto-generated caption track, along with the abilities to edit the text for accuracy
	+ Camtasia: Great functionality for editing audio and video and captions.
* PDF Accessibility:
	+ Microsoft PowerPoint to Word creates an accessible PDF
	+ Adobe Acrobat Pro
	+ ABBYY FineReader - Contact Alexander Fredell if interested in using FineReader.
	+ PDF Flyers - MC Marketing has skills in creating accessible flyers, ask them about it.
* SHARP PDF Accessibility Technique Presentation – Oct. 7th 1PM @ CCC Accessibility Center
 |  |
| 1. Comments:

Adjournment at 4:00 pm. | Motion to adjorn – Matt C. 2nd – Howard D.  |  |