# 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 – September 22, 2021 2:30 PM – 4:00 PM, Zoom Meeting**

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| **Division/Position** | **Name** | **Present** | **Division/Position** | **Name** | **Present** |
| **Co-Chairs** | Matt Calfin | X | **Dean** | Howard Davis | X |
| Ruth Bennington (interim) Christy Douglass\* | X | **Student Service Council** | Claudia Wilroy | X |
| **English and Student Life** | Diane Scrofano | X | **Instructional Technologist/Designer** | Tracie Bosket | X |
| Michael Ashton (alternate) | X |
| **ACCESS** | Matthew Spinneberg | X |
| **Access, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning** | Chris Copeland |  | **Acad. Senate President** | Erik Reese |  |
| Jackie Kinsey | X | **DE Coordinator** | Kelsey Stuart | X |
| **POCR Coordinator** | Anasheh Gharabighi | X |
| **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 | X |
| Ashley Vaughan (alternate) |  |
| **Physical Science and Career Education** | Loay Alnaji | X |
| Esmaail Nikjeh | X |
| **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 | X |
| **Arts, Media & Communications** | Anasheh Gharabighi | X |
| Suzanne Fagan |  |

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| **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**

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| **Topic** | **Discussion/Comments** | **Action** |
| **1. Announcements and Comments (2:30-2:40pm)** | * New Open Educational Resources (OER) Librarian: Jeff Benedetti-Coomber [jbenedetticoomber@vcccd.edu](mailto:jbenedetticoomber@vcccd.edu) * Library Building Hours: Monday & Thursday 8-5PM, Tuesday & Wednesday 8-7PM, Fri. 8-12 * Tutorial Center (3rd floor of the LLR)   In-Person Drop-in tutoring: Tuesday and Wednesday 10-4PM |  |
| **2. Introduction of new Co-Chair & DE Coordinator – Matt Calfin (2:40-2:45pm)** | * Welcome Christy Douglass and Kelsey Stuart to the committee. Christy will be our new co-chair and Kelsey will be our new DE coordinator. |  |
| **3. Adoption of Agenda & Approval of August 25, 2021 Minutes – Matt Calfin (2:45-2:50pm)** |  | **Adoption of Agenda:**  Made the motion to approve: Howard D.  Seconded: Loay A.  Yays: Jackie K., Danita R., Michael A., Kelsey S., Diane S., Rachel M.  Nays:  Abstentions: Becky B.  **Approval of Minutes:**  Made the motion to approve: Christy D.  Seconded: Howard D.  Yays: Rachel M., Diane S., Michael A., Danita R., Jackie K., Kelsey S., Kellie P., Esmaail N.  Nays:  Abstentions: |
| **4. Return to In-Person Meetings – Christy Douglass (2:50-2:55pm)** | * Until state of emergency is cancelled, meetings will continue to be online for the rest of the academic year. * Zoom links and meeting invites will be sent out for the remaining meetings of the year. Will continue to take updates and receive advisement from Academic Senate during this time. |  |
| **5. PRT Follow-Up – Matt Calfin (2:55-3:05pm)** | * Reviewed PRT IE plan and requests for IEPI resources   Next steps: Committee recommends adoption of PRT document to Senate for Oct 5. agenda. After document is passed, funding will be provided by IEPI group to work on our initiatives. | Made the motion to approve: Loay A.  Seconded: Christy D.  Yays: Matt C., Christy D., Diane S., Jackie K., Rachel M., Loay A., Esmaail N., Kellie P., Danita R., Anasheh G., Howard D., Tracie B.  Nays:  Abstentions: |
| **6. Canvas Outcomes – Michael Ashton (3:05- 3:15pm)** | * Michael A. presented his tutorial on Canvas Outcomes – Canvas feature that can be used to assess students and determine whether or not they can demonstrate competent mastery of specific learning objectives. * Data can be used to make a more qualitative determination as to whether or not students are meeting course expectations. * Please reach out to Michael or Tracie if interested in implementing. Canvas Outcomes will also help demonstrate our progress made towards PRT goals and equity initiatives. |  |
| **7. Goals for 2021/2022 – Matt Calfin (3:15- 3:40pm)** | * Tabled. |  |
| **8. DE Coordinator Update – Kelsey Stuart (3:40- 3:45pm)** | * Working to expand program by creating incentives for faculty training and professional development, creating quality content for students to engage in. * Continuing to keep courses up to date via Michael and Tracie and maintain student engagement. * Going to collaborate more with library in regards to online tech support desk and tech lending, working on expanding POCR program. * Please email Michael ([mashton@vcccd.edu](mailto:mashton@vcccd.edu)) if using Proctorio or if you know someone in your division using it. |  |
| **9. POCR Update – Anasheh Gharabighi (3:45- 3:50pm)** | * Continuing to see great movement and success in POCR – About 23 courses over the summer went through local POCR process. * Upcoming cohort starting on Oct. 4th. Currently 7 classes are lined up to go through review process.   + Planning to test out a new method of having an action plan for courses ahead of time before the review starts.   + Instructors will now attend an orientation with one of the accessibility team members to work on Section D right away. * Last norming session with our reviewers took place yesterday 9/21. |  |
| **10. Instructional Designers’ Update – Tracie and Michael (3:50-3:55 pm)** | * Michael A. will be resuming his tutorial series on using Microsoft Office and other online resources starting Monday, 9/27. |  |
| **11. Accessibility Update – Matt S. (3:55-4:00pm)** | * “Text scanner reader” - Students should reach out to ACCESS to discuss more on receiving these accommodations. Please refer colleagues to ACCESS Alternate Media department to get materials in a format which meets their needs. * Moving forward in POCR and looking to expand accessibility team. * If interested, please send student staff over to Matt S. for training on accessibility. * For requests with ABBYY Fine Reader, reach out to [afredell@vcccd.edu](mailto:afredell@vcccd.edu) or [mconlinefacultyhelp@vcccd.edu](mailto:mconlinefacultyhelp@vcccd.edu) * ZTC, OER textbooks need to be looked at for accessibility. Students with a verified disability can be referred to ACCESS to get assistance. |  |
| **12. Comments:**  **Adjournment at pm.** | Motion to adjourn –Loay A. 2nd – Howard D. |  |