Distance Education Standing Committee

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 – November 18, 2020
2:30 PM – 3:30 PM, Zoom Meeting

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Matt Calfin	X	Dean	Howard Davis	
	Shannon Macias	X	Student Service Council	Claudia Wilroy	
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	Claudia Gutierrez		Acad. Senate President	Erik Reese	
	Jackie Kinsey	X	DE Coordinator	Anasheh Gharabighi	X
			Associated Students	Kobe Catton	X
EATM, Life & Health Science	Ashley Vaughan	X	GUESTS: **Josepha Baca** **Shandor Batoczki** **Ruth Bennington** **Renee Butler** **Cindy Sheaks-McGowan** **Icess Nisce (student worker)** **Silva Arzunyan** **John Loprieno**		
	Rachel Messinger				
	Jana Johnson (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	X			
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Daniel Aguilar	X			
	Danita Redd	X			
Arts, Media & Communications	Becky Brister	X			
	Suzanne Fagan	X			

Meeting Calendar Fall 20 4th Wednesday 2:30 (Zoom)	Meeting Calendar Spring 21 4th Wednesday 2:30 in A-138
~~08/26/20~~	01/27/21
~~09/23/20~~	02/24/21
~~10/28/20~~	03/24/21
11/18/20	04/28/21

Distance Education Standing Committee

AGENDA

Topic	Discussion/Comments	Action
1. **Announcements and Comments**	5 hours available for DE recertification. ACCESS presents: "Comedians with Disabilities" Professional Comedians Nina G, Mike, and Dave, will bring laughter to your Zoom screen. Email Ashley V., Ruth B., or Nenagh B. if interested in joining synchronous pedagogy group, working on syllabus statement on student camera use. Shannon will be co-chair for next 2 years. Please reach out to Shannon or Matt C. for any issues or concerns.	
2. [Approval of October Minutes](#)	Made the motion to approve: Ashley V. Seconded: Becky B. Yays: None Nays: None Abstentions: None	
3. [Approval of 2020-2021 Goals](#) - **Shannon**	Made the motion to approve: Danita R. Seconded: Diane S. Yays: Loay A. Nays: None Abstentions: None	
4. **Instructional Design/Tech Update - Tracie, Michael**	Michael: Completed training tutorial on Microsoft teams. Published name pronounciation tool on Canvas Commons, allowing students to record or type the prononunciation of their name. Can be integrated in an introductory module of a Canvas course. Also doubles as a tutorial on how to use Canvas. https://lor.instructure.com/resources/4e8baf4454504a179d453ff6caa1d121?shared Tracie: Completed training on Canvas Studio. Training on Friday for speech to text audio feedback. Recommend using Chrome for speech to text audio. Ruth: Verbal feedback - possible equity issue?	
5. **Proctorio/Cranium Cafe Update**	Matt C.: California is no longer funding Proctorio for Spring term. If not funded by district, there is enough interest at Moorpark College to fund it. Will continue for the Spring.	
6. **Update on Moorpark POCR Group – Matt, Anasheh**	Moorpark College is one of eight POCR certified institutions. Anasheh: Submitted another 15 courses to the CVC-OEI. By the end of our grant on Dec. 10th, we should have 19 courses submitted to the CVC-OEI. OK to still make changes to course even after your course has gone through review process.	

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	Will provide updates on the feedback received by courses that have been reviewed prior.	
7. **Develop a Regular and Effective Contact Policy**	Ventura's Regular and Effective Contact Policy to Review Goal is to define parameters for regular and effective contact. Provides clarity for our faculty and students so we have consistent expectations. See Matt C. or Shannon if interested in developing this policy further. Shannon: Clarification for "1 hour of synchronous interaction in addition to office hours" for asynchronous courses? Matt C.: For now, Ventura's policy serves as a point of discussion. Will continue discussing before we advance to Academic Senate.	
8. **Accessibilty Update - Matt S.**	1. Accessibility Statements Serves as statement on knowledge of course accessibility. Included 4 general accessibility statements on document in addition to accessibility content statement provided by Kelsey Stuart. 2. PDF Remediation Tool Please complete survey on experience with PDF accessibility. 3. CVC-OEI Accessibility Checklist.docx 4. MY.VCCCD.EDU Canvas icon Canvas icon has replaced "My Courses" tab on my.vcccd.edu portal. 5. Teams > "MC Accessibility" group chat. Microsoft Teams group chat for discussing accessibility-related concerns, upcoming webinars. See Matt S. if interested in joining. 6. ACCESS Updates Comedy show event tomorrow.	
9. **Accessibilty Statement in Syllabus**		
10. **Online Class Size Workgroup Update – Shannon, Ashley, Jana**	DE Max Caps – Other Campus – Provided by Jennifer Kalfsbeek Moorpark Data as of 11-12-20 Most campuses are going with a 40 cap size. Please continue adding to spreadsheet so we can share and inform on circumstances regarding class sizes.	
11. **Comments:** **Adjournment at 3:32 pm.**	Kobe Catton from Associated Students introduced himself as Director of Sustainability.	

Topic	Discussion/Comments	Action
	Cindy: Anyone Can Be A Math Person Tutorials: https://www.youtube.com/channel/UCe2lw4TpcoOJbPKawl831XQ Loay: Working on a demo page that students can visit to know more about faculty as they register for classes.	