*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 – April 27, 2022**

**2:30 PM – 4:00 PM, Zoom Meeting**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Michael Ashton |  | **Arts, Media & Communications** | Anasheh Gharabighi |  |
| Christy Douglass |  | Suzanne Fagan |  |
| **English and Student Life** | Diane Scrofano |  | Becky Brister (alt) |  |
| (vacant) |  | **Dean** | Josepha Baca |  |
| **Access, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning** | Chris Copeland |  | **Student Service Council** | Claudia Wilroy |  |
| Jackie Kinsey |  | **Instructional Technologist/Designer** | Tracie Bosket |  |
| Sarah Martingson (alt) |  | (vacant) |  |
| **EATM, Life & Health Science** | Jana Johnson |  | **ACCESS** | Matthew Spinneberg |  |
| Rachel Messinger |  | **Acad. Senate President** (non-voting) | Erik Reese |  |
| Ashley Vaughan (alt) |  | **DE Coordinator** (non-voting) | Kelsey Stuart |  |
| **Physical Science and Career Education** | Loay Alnaji |  | **POCR Coordinator** (non-voting) | Anasheh Gharabighi |  |
| Esmaail Nikjeh |  | **ZTC Coordinator** (non-voting) | Cindy Sheaks-McGowan |  |
| **Business, Social and Behavioral Sciences,**  **Child Development and Languages** | Brian Herlocker |  | **Associated Students** (non-voting) | Kobe Catton |  |
| Rex Edwards |  | **GUESTS:** | | |
| Ruth Bennington (alt) |  |
| Cindy Sheaks-McGowan (alt) |  |
| **A&R, Counseling, Student Life and Support, EOPS, and Student Health Center** | Kelly Porto-Garcia |  |
| Danita Redd |  | Voting Members = 19 Quorum = 10 | | |

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| **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 (2:30-2:35pm)  * Thanks to our Administrative Professionals! * PRT Visit: Thursday 5/5 * Commencement Volunteers Needed 5/20 * Online Teaching Conference: 6/29-7/1   + In-Person in Long Beach |  |  |
| 1. Adoption of Agenda & Approval of March 23, 2022 Minutes – Michael Ashton (2:35-2:40pm) |  |  |
| 1. Student Feedback – Steven Bash (2:40-2:50pm) |  |  |
| 1. OER/ZTC Wrap Up – Cindy Sheaks-McGowan (2:50-3:00) |  |  |
| 1. Online Course Outcomes and Equity Data – Oleg Bespalov (3:00-3:10) |  |  |
| 1. Review BlackBoard Ally Date – Matt Spinneberg (3:10-3:20)  * Instructor/Institutional Accessibility Score * Alternate Format Dowloads Data from Student Requests |  |  |
| 1. RSI Guidelines Next Steps – Christy Douglass & Tracie Bosket (3:20-3:30) |  |  |
| 1. Camera Use Policy Analysis – Kelsey Stuart (3:30-3:40) |  |  |
| 1. POCR Updates – Anasheh Gharabighi (3:40-3:50)  * We are officially POCR Certified! * Badging process * Independent review option |  |  |
| 1. Wrap Up – Christy Douglass (3:50-4:00)  * VCCCD DE Summit Follow Up * DE 22/23 Membership * Committee Evaluation * End of Year Celebration | Committee Evaluation: <https://ventura.co1.qualtrics.com/jfe/form/SV_062WTtrGtFc6wce>  Celebration Doodle Poll: <https://doodle.com/meeting/participate/id/e31Kwqpb> |  |
| 1. Comments:  * Adjournment at \_\_\_\_\_\_ pm |  |  |