*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 – November 16, 2022**

**3:00 PM – 4:30 PM**

| 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) |  |
| Daniela Guevara |  | **Dean** | Josepha Baca |  |
| **Access, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning** | Jackie Kinsey |  | **Student Service Council** | Claudia Wilroy |  |
| Rena Petrello |  | **Instructional Technologist/Designer** | Tracie Bosket |  |
| TBA (alt) |  | Trudi Radtke (alt) |  |
| **EATM, Life & Health Science** | Jana Johnson |  | **ACCESS** | Shirley Ruiz |  |
| Ashley Vaughan |  | **Acad. Senate President** (non-voting) | Erik Reese |  |
| TBA (alt) |  | **DE Coordinator** (non-voting) | Kelsey Stuart |  |
| **Physical Science and Career Education** | Esmaail Nikjeh |  | **POCR Coordinator** (non-voting) | TBA |  |
| TBA |  | **ZTC Coordinator** (non-voting) | Cindy Sheaks-McGowan |  |
| **Business, Social and Behavioral Sciences,**  **Child Development and Languages** | Brian Herlocker |  | **Associated Students** (non-voting) | Sage Tollefson |  |
| Rex Edwards |  | **GUESTS** (non-voting) | | |
| Ruth Bennington (alt) |  |
| Cindy Sheaks-McGowan (alt) |  |
| **A&R, Counseling, Student Life and Support, EOPS, and Student Health Center** | Kellie Porto-Garcia |  |
| Danita Redd |  | Voting Members = 19 Quorum = 10 | | |

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| --- | --- | --- | --- | --- | --- |
| **DE Committeee Meetings** | **Meeting Calendar** Fall 22 | ~~08/24/22~~ | ~~09/28/22~~ | ~~10/25/22~~ | 11/16/22 |
| **4th Wednesday 2:30** | **Meeting Calendar** Spring 23 | 1/25/23 | 2/22/23 | 3/22/23 | 4/26/23 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Brown Act Meeting Modality Vote – Christy Douglass (2:30-2:35pm)  * Who Votes Today? |  |  |
| 1. Announcements & Comments (2:35-2:40pm)  * Nominations for DE Faculty Co-Chair for 2023-2025 * Title V Changes now state law (RSI Guidelines) * Save the Date for VCCCD DE Summit 3/1/23 Online 9am-12pm (Flex Day) * Last Meeting of 2022 – Only 4 Meeting in 2023! |  |  |
| 1. Adoption of Agenda & Approval of October 2022 Minutes – Michael Ashton (2:40-2:45pm) |  |  |
| 1. DEETAC Updates (Distance Education & Education Technology Advisory Committee) – Kelsey Stuart (2:45-2:55pm)  * Reminder: EduApp Store to be Restricted Spring 2023 |  |  |
| 1. Testing Center Communication – Michael Ashton (2:55-3:05pm)  * Reminder: On-Ground Testing Requirement for Online Classes MUST be noted in the Schedule of Classes |  |  |
| 1. Goals Progress Report (3:05-3:55pm)  * Dedicated space for DE Technology & Recording – Ruth Bennington * Lending Library for DE Equipment – Rena Petrello * Degrees/Awars Fully Online and/or ZTC – Cindy Sheaks * Improving DE Website Student Facing Assets – Kelsey Stuart * Student DE Orientation Course – Tracie Bosket & Trudi Radtke |  |  |
| 1. Comments:  * Adjournment at \_\_\_\_\_\_ pm |  |  |