*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 24, 2022**

**2:30 PM – 4:00 PM**

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

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| **DE Committeee Meetings** | **Meeting Calendar** Fall 22 | 08/24/22 | 09/28/22 | 10/22 TBA | 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)
 | **Motion for 8/24**: Motion to approve – Ruth B., 2nd – Claudia W. | Pass |
| 1. Announcements & Comments (2:35-2:40pm)
* Welcome New VP of Academic Affairs - John Forbes!
* Welcome New Instructional Technologist/Designer - Trudi Radtke!
* October Meetings Date
 |  |  |
| 1. Adoption of Agenda & Approval of April 2022 Minutes – Michael Ashton (2:40-2:45pm)
 | **Adoption of Agenda:** Motion to approve – Ruth B., 2nd – Diane S.**Approval of April 2022 Minutes**: Motion to approve - Ruth B, 2nd – Diane S. | PassPass |
| 1. Student Representative Input – Sage Tollefson (2:45-2:50 pm)
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| 1. Review of Committee Charter and Goal Setting Dicussion (2:50-3:30pm)
 | **Motion to adopt goals:** Motion to approve - Rex E., 2nd - Ruth B.**Motion to adopt new language of Goal #1C:** Motion to approve - Ruth B., 2nd - Josepha B**Motion to adopt new language including ZTC in Goal #2**: Motion to approve - Trudi R., 2nd - Diane S. | PassPassPass |
| 1. Actionable Items from Goal Setting (3:30-3:40pm)
 | * Point person assigned for each DE goal area.
 |  |
| 1. Online Degrees & ZTC Degrees – Michael Ashton & Cindy Sheaks (3:40-3:50pm)
* Which Disciplines Are Close?
 | * ZTC Degrees: Discussed positive findings from ZTC courses.
	+ Results from Institutional Research comprehensive review show that students taking ZTC courses are more likely to be successful than those who are not.
	+ Continue to use funding this year to expand work on zero-cost degrees.
* Online Degrees: Increase the number of programs which can be completed online to 35 by the end of 23-24 academic year.
	+ Identified 24 programs in Fall term which can be completed fully online.
	+ Communicate to your department on programs in your discipline which are close to making a fully online transition.
* Open Education Conference: Oct. 17-20
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| 1. RSI & Acceditation Update – Christy Douglass & Trudi Radtke (3:50-3:55pm)
* New RSI Symbol - Thanks to Student Grace Nuce!
* Workshop/Flex Updates
* Join the DE Faculty Hub!
* Let your department/division know via template email
 | * Join the DE Faculty Hub for RSI resources.
* RSI workshops offered for Flex Days, 9/13 and 10/26.
* Continue to communicate to your department and division about RSI and its resources.
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| 1. DE Coordinator Update – Kelsey Stuart (3:55-4:00pm)
 | * Raising awareness for DE this year through division meetings, DE website. Please continue to respond and give feedback to communications sent out throughout the year.
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| 1. Comments:
* Adjournment at 4:00 pm
 | Motion to adjourn – Trudi R., 2nd – Josepha B. |  |