*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 28, 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) |  |
| Daniela Guevara | X | **Dean** | Josepha Baca | x |
| **Access, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning** | Jackie Kinsey | x | **Student Service Council** | Claudia Wilroy |  |
| Rena Petrello | x | **Instructional Technologist/Designer** | Tracie Bosket | x |
| TBA (alt) |  | Trudi Radtke (alt) | x |
| **EATM, Life & Health Science** | Jana Johnson  | x | **ACCESS** | Shirley Ruiz | x |
| Ashley Vaughan |  | **Acad. Senate President** (non-voting) | Erik Reese |  |
| TBA (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** (non-voting)**Matt Calfin****John Forbes****Kenneth Plummer** |
| Ruth Bennington (alt) | x |
| Cindy Sheaks-McGowan (alt) | x |
| **A&R, Counseling, Student Life and Support, EOPS, and Student Health Center** | Kellie Porto-Garcia | x |
| Danita Redd | x | 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)
* Who Votes Today?
 | **Online Meeting Option**: Motion to approve – Ruth B., 2nd  – Jackie K.**Who Votes Today?** Everyone on the roster is a voting member unless indicated as non-voting or alternate. | Pass |
| 1. Announcements & Comments (2:35-2:40pm)
* Doodle Poll for October Meeting
* [@ONE Webinar for UDL & Statewide Resources](https://cccconfer.zoom.us/meeting/register/tZcocOyvrzMsHdElPrJRw-IR4qOZoCLdeb4U) Weds 10/12 2-3pm
* Nominations for DE Faculty Co-Chair for 2023-2025
 | * Submit Doodle Poll to suggest an alternate date for October’s next DE meeting.
* @ONE Webinar for UDL will be held on Wednesday, October 12.
* Academic Senate is currently calling for nominations for next year’s DE Faculty Co-Chair.
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| 1. Adoption of Agenda & Approval of August 2022 Minutes – Michael Ashton (2:40-2:45pm)
 | **Approval of August 2022 Minutes**: Motion to approve – Cindy S., 2nd - Ruth B.**Adoption of Agenda:** Motion to approve – Ruth B., 2nd – Diane S. | PassPass |
| 1. Survey Results & Participatory Governance Explained – Christy Douglass (2:45-2:55)
 | * 15 committee members completed the survey sent out at the end of the year regarding participatory governance. The results and feedback received from the survey were presented in a report and shared with the committee.
* Shared a presentation explaining participatory governance and DE committee membership to clarify understanding of DE to the college’s participatory governance.

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| 1. POCR Listening Sessions – Michael Ashton (2:55-3:05)
* Doodle Poll & Email Invitation Coming Soon!
 | * POCR Listening Sessions:Informative POCR-related listening sessions to guide the DE community on creating a sustainable direction for the POCR team scheduled throughout Wednesday, 10/5 to Friday, 10/14.
* POCR Meetings survey sent out to select a date for attending the sessions.
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| 1. Goals Progress Report (3:05-3:50pm)
* Regular & Substantive Interaction/Accreditation Review – Christy Douglass
* Advancing Universal Design for Learning – Tracie Bosket
* Dedicated space for DE Technology & Recording – Ruth Bennington?
* Lending Library for DE Equipment – Rena Petrello
* Professional Development for Technology – Trudi Radtke & Tracie Bosket
* Professional Development for Equipment – TBA
* Degrees/Awards Fully Online and/or ZTC – Cindy Sheaks
* Improving POCR Process – TBA
* Improving DE Website Student Facing Assets – Kelsey Stuart
* Student Support Services Hub – Trudi Radtke
* Student DE Orientation Course – Tracie Bosket & Trudi Radtke
 | * Reviewed the DE Goal Tracker and provided updates for each objective. Members can get involved with these objectives and sign up for at least one area on the Goal Tracker.
* **RSI** – Continuing to accomplish this goal throughout the semester with trainings, DE Faculty Hub, DE tips.
* **UDL** – Welcoming any faculty interested in UDL and their suggestions to implement UDL in the classroom. Canvas course for UDL training to open next Spring.
* **Dedicated Space for DE Technology** – Suggest tangible action items for your department’s program planning to help support the creation of a dedicated space for DE technology and video recording.
* **Lending Library** – 5 camera kits available for loan to DE faculty members.
* **Professional Development for Technology** – Currently exploring ed tech options for faculty and planning the development of a hub to outline the technology available to them.
* **ZTC** – Welcoming any input on the needs, challenges, or needed support or resources for ZTC, as well as voices from ambassadors or students that can speak to the value of ZTC.
* **POCR** – Currently seeking POCR coordinator to continue the efforts and work accomplished by POCR program. Consider joining this subgroup if interested.
* **DE Website** – Continuing discussions to revise the DE website and make it student-friendly, as well as working on updating profiles to showcase those involved with DE.
* **Student Support Services Hub** – Student Support page now live in Canvas and added to Canvas course navigation.
* **Student DE Orientation Course** – Looking to receive feedback from students on the development of a Student DE Orientation Course to support first-time online learners or Canvas users.
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| 1. RSI & Acceditation Update – Christy Douglass & Trudi Radtke (3:50-4:00pm)
* New RSI Symbol - Thanks to Student Grace Nuce!
* Department & Division Visits
* Contributions for 10/26 Flex Presentation
 | * New RSI Symbol: Thank you to Grace Nuce for her work on the new RSI icon to help promote RSI!
* Promote RSI in your department by reaching out to Christy or Trudi to share and discuss RSI in your department and division meetings.
* RSI Presentation on Flex Day, October 26th: Requesting your ideas and best practices to engage with students and meet RSI guidelines for the next RSI presentation held on Flex Day, Oct. 26.
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| 1. Comments:
* Adjournment at 3:54 pm
 | Motion to adjourn: Rena P., 2nd - Diane S. | Pass |