*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 – October 25, 2022**

**3:00 PM – 4:30 PM**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Michael Ashton | X | **Arts, Media & Communications** | Anasheh Gharabighi |  |
| Christy Douglass | X | Suzanne Fagan | X |
| **English and Student Life** | Diane Scrofano | X | Becky Brister (alt) | X |
| Daniela Guevara |  | **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  |  | **ACCESS** | Shirley Ruiz | X |
| Ashley Vaughan | X | **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 | X | **Associated Students** (non-voting) | Sage Tollefson | X |
| Rex Edwards |  | **GUESTS** (non-voting)John ForbesKenneth 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~~ | 10/25/22 | 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 (3:00-3:05pm)
* Who Votes Today?
 | Motion Christy, 2nd Ruth | Pass |
| 1. Announcements & Comments (3:05-3:10pm)
* Nominations for DE Faculty Co-Chair for 2023-2025
* RSI Flex Session TOMORROW 2:15-3:30pm on Zoom!
* DECO Update (Distance Education Coordinators Organization)
 | * Michael shared some updates from the recent Distance Education Coorinators Organization (DECO) meeting which included changes to Title 5, upcoming information sessions about changes, and discussions about how different modalities are defined statewide.
* Counseling Faculty Danita Redd shared feedback counselors have received from students regarding modality preference. Overlal students prefer to take online courses, including dual enrollment and student from VC and OC. The exception being a preference for in-person major courses, particularly in the sciences.
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| 1. Adoption of Agenda & Approval of September 2022 Minutes – Michael Ashton (3:10-3:15pm)
 | Agenda: Motion Tracie, 2nd DianeMinutes: Motion Ruth, 2nd Diane | PassPass |
| 1. DEETAC Updates (Distance Education & Education Technology Advisory Committee) – Kelsey Stuart (3:15-3:25)
* DE Summit - Proposed Date 3/30/23 (FLEX Day & Fully Online)
* Canvas Update – EduApp Store to be Restricted Spring 2023
 | * District will be restricting which Canvas-integrated applications can be used beginning in Spring 2023. Applications not already vetted by the district, can be requested for review. More information coming soon.
* Save the Date for the DE Summit 3/30/23, which is a scheduled FLEX Day. Calls for presenters will come out and MC Faculty are encourage to present. Concerns were raised about MC Professional Development plans for the day conflicting with the DE Summit.
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| 1. POCR Update – Michael Ashton (3:25-3:35)
* Feedback Collected & Next Steps
 | * Two listening sessions were held in the past two weeks to hear from POCR Reviewers about supports needed and ideas for streamlining the POCR process.
* A lead is still needed to coordinate POCR at Moorpark but there is broad campus support (at all levels) for the continuation of POCR.
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| 1. Testing Center Communication – Michael Ashton (3:35-3:45)
* What should I include in the class schedule if I’m using the testing center for a DE class?
 | * Testing Center utilization has been high since opening at the end of September.
* Math faculty are utilizing Testing Center the most to reserve valuable classtime for instruction, particularly in response to AB705.
* Testing Center was designed to support faculty who needed a controlled/monitored environment for students to complete tests in (especially following the discontinuatiuon of remote proctoring resources).
* In preparation for Spring Term, faculty who are teaching Online courses but want to utilize the Testing Center should include a disclosure in their course notes so there are no surprises regarding on-ground requirements to students when they register for online classes.
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| 1. Goals Progress Report (3:45-4:25pm)
* Improving DE Website Student Facing Assets – Kelsey Stuart
* Student Support Services Hub – Trudi Radtke
* Student DE Orientation Course – Trudi Radtke
 | * Updated are being made to the student facing DE webpages. Kelsey requested faculty who would be willing to share a quote regarding online modalities (async/sync/hybrid/hyflex. Those interested may email Kelsey.
* Student Support Services Hub is now live and a link to it has been added in the Canvas navigation menu. Faculty are encouraged to direct students to that hub for support and resources.
* Student DE Orientation course planning is underway. Shandor and Trudi met with ASMC to get student input. Counselor Kelli Porto-Garcia also offered to sync up current students orientation efforts to get better participation in the course whe it launches.
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| 1. Comments:
* Adjournment at 4:00 pm
 | Motion Josepha, 2nd Tracie | Pass |