*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 – January 25, 2023**

**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 (2:30-2:35pm) – Christy Douglass
* Who Votes Today?
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| 1. Announcements & Comments (2:35-2:45pm)
* Nominations for DE Faculty Co-Chair for 2023-2025
* Save the Date for VCCCD DE Summit 3/1/23 Online 9am-12pm (Flex Day)
	+ Call for Proposals
* In-Person Only Meetings in March & April, State of Emergency Ends 2/28/23
* Online Teaching Conference June 21-23 in Long Beach, Interested?
* DE Program Plan Presented on 1/17
* POCR Update
* Accessible Document Self-Paced Training via CCC Accessibility Center
 |  |  |
| 1. Adoption of Agenda & Approval of Minutes (2:45-2:50pm) – Michael Ashton
* Adoption of 1/25/23 Agenda
* Approval of 11/16/22 Minutes
 |  |  |
| 1. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates (2:50-3:00pm) – Trudi Radtke
* Reminder: EduApp Store to be Restricted Spring 2023
* Syncing DE Terms Across VCCCD
* Title V Changes to DE – On ground requirements must be disclosed
* Role of Accreditors in Canvas – Instructor without Inbox
 |  |  |
| 1. Student Help Desk Awareness (3:00-3:10pm) – Guest: Shandor Batoczki
* Help Desk Phone, Email & Chat
* Equipment Lending – Laptops & Hot Spots
 |  |  |
| 1. Online Tutoring from the Tutoring & Learning Center (3:10-3:20pm) – Guest: Esther Kim
* Online Tutoring Options In-House & NetTutor
* Discipline Examples
 |  |  |
| 1. Testing Center Communication (3:20-3:30pm) – Michael Ashton
* Location Changed to LL 305, Top Floor of Library
 |  |  |
| 1. Goals Progress – Spaghetti Throwing (3:30-3:55pm) – Christy Douglass
* What progress has been made on your objectives?
* What can be done in the coming month?
 |  |  |
| 1. Comments:
* Adjournment at \_\_\_\_\_\_ pm
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