*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 – March 22, 2023**

**2:30 PM – 4:00 PM in TB 119**

| 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. Announcements & Public Comments (2:30-2:40pm)  * Nominations for DE Faculty Co-Chair for 2023-2025 * Last Call: Online Teaching Conference June 21-23 in Long Beach - Contact Michael |  |  |
| 1. Brown Act & Who Votes Today? (2:40-2:50pm) – Christy Douglass  * Quorum must be reached among in-person attendees * Guests and Non-Voting members may attend virtually (must use video & sound) * Define Just Cause and Emergency Circumstances * Vote to approve any emergency teleconferenceing requests * Role Call Votes on All Items |  |  |
| 1. Adoption of Agenda & Approval of Minutes (2:50-3:00pm) – Michael Ashton  * Adoption of 3/22/23 Agenda * Approval of 2/22/23 Minutes |  |  |
| 1. New Faculty Contract DE Impact (3:00-3:10pm) – Christy Douglass  * Article 23 (Handout) |  |  |
| 1. OTTCC Recommendations (3:10-3:20) – Trudi Radtke  * Approve continuing the use of the current certification course for the rest of the 22/23 academic year * Vote to approve the new OTTCC course (currently in development) SLO's. The revamped DE cert course would be in use starting the next academic year. |  |  |
| 1. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates (3:20-3:30pm) – Trudi Radtki  * DE Summit 3/7/24: It’s Our Turn! * Cidi Labs: Should we get a license for ReadyGO and/or TidyUP? |  |  |
| 1. Goals Progress (3:30-3:45pm) – Christy Douglass  * What progress has been made on your objectives? * What can be done in the coming month? (Only one meeting left!) |  |  |
| 1. Use of Canvas Global Announcements (3:45-3:55pm) – Tracie Bosket?  * Review DEETAC Minutes from Decision * Vote for recommendation? |  |  |
| 1. Comments:  * Adjournment at \_\_\_\_\_\_ pm |  |  |