*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 – January 25, 2023**

**3:00 PM – 4:30 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** | 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 |  |
| ~~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)**Shandor Batoczki****Esther Kim****John Forbes** |
| 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~~ |  | 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?
 | Motion to meet virtually: 1st – Christy D., 2nd - Jackie K. | Pass |
| 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
 | * DE committee members can reach out to Christy or Michael for more information on the DE Faculty Co-Chair 2023-2025 position.
* Save the Date: VCCCD DE Summit 3/1/23 Online 9am-12pm
* The DE Summit is accepting call for proposals: <https://forms.office.com/pages/responsepage.aspx?id=a4qLu5knNE-_koX4GbwAb2bxxcrM7t1CtV_n5WY8AF9UMkdZSlFaSllPUERVSkxLR1AyM09NSEpNVy4u>
* Save the Date: Online Teaching Conference 6/21-6/23 <https://onlineteachingconference.org/>
* Matt, Christy, and Michael presented DE Program Plan on 1/17.
* POCR Update - Still generating interest to recruit someone for POCR leadership. Looking at the possibility of different POCR pathways.
* Self-paced WebAIM Accessible Document Training: <https://webaim.org/training/online/ccc/course/registration>
* The state of emergency is set to end at the end of February. In-person meetings will resume starting in March.

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| 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
 | Motion to approve 01/25/2023 agenda: 1st – Christy D., 2nd – Ruth B.Approval of November Minutes Tabled for Feburary Meeting | Pass |
| 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
 | * The EduApp store will be restricted Spring 2023. Faculty interested in onboarding new tech integrations in Canvas must submit an LTI integration form.
* Syncing DE Terms Across VCCCD – DEETAC is taking input from representatives and ASMC to change DE terms and definitions across VCCCD to be more student-friendly.
* Title V Changes to DE – On-ground requirements must be disclosed in the schedule of classes.
* Accessibility is now a component of the Ed Code, so DE courses must be accessible.
* RSI is also now a component of Ed Code, so RSI is required in DE courses.
* Accreditors will have access to the Canvas gradebook, so RSI can now be checked for in the gradebook.
* Tracie and Trudi have been developing professional development resources on ChatGPT.
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| 1. Student Help Desk Awareness (3:00-3:10pm) – Guest: Shandor Batoczki
* Help Desk Phone, Email & Chat
* Equipment Lending – Laptops & Hot Spots
 | * Michael introduced Shandor Batoczki and his role as instructional lab technician.
* Faculty can refer students to Shandor’s team at the student help desk for support with their DE courses.
* Students needing assistance with their technical concerns can contact the student help desk, available by phone or email mconlinestudenthelp@vcccd.edu.
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| 1. Online Tutoring from the Tutoring & Learning Center (3:10-3:20pm) – Guest: Esther Kim
* Online Tutoring Options In-House & NetTutor
* Discipline Examples
 | * Esther Kim introduced herself as the faculty coordinator for the Math and Science Center and presented the services provided by the Tutoring and Learning Center.
* Students can make an appointment at the Writing Center for one-on-one tutoring. Students can also drop-in or make an appointment at the Math and Science Center Appointments for tutoring services.
* The TLC is offering Peer Assisted Learning Sessions (PALS) this semester. PALS tutors are embedded in Canvas courses, supporting students with weekly review sessions at the Online Tutoring Center.
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| 1. Testing Center Communication (3:20-3:30pm) – Michael Ashton
* Location Changed to LL 305, Top Floor of Library
 | * The Testing Center has relocated to LL-305. The new location supports an external check-in space and provides easy access to the TLC.
* To utilize the Testing Center, instructors must ensure that on-ground components are disclosed in their course notes on the course schedule.
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| 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?
 | * Christy discussed and reviewed the goal progress of the DE committee.
* For ZTC, Christy recommended committee members to discuss with their department and Deans on how to move forward with this program specific goal.
* The committee discussed the priority of finding POCR leadership and improving POCR.
* Accomplished the improvement of DE website student-facing assets and the launch of the Student Support Hub.
* Trudi is looking to have ASMC review the DE Orientation course before it’s officially launched.
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| 1. Comments:
* Adjournment at 4:00 pm
 | Motion to Adjourn – Christy D., 2nd - Tracie B.  | Pass |