*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 – November 16, 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 |  |
| **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 |  |
| 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 |  | **POCR Coordinator** (non-voting) | TBA |  |
| TBA |  | **ZTC Coordinator** (non-voting) | Cindy Sheaks-McGowan |  |
| **Business, Social and Behavioral Sciences,**  **Child Development and Languages** | Brian Herlocker | X | **Associated Students** (non-voting) | Sage Tollefson |  |
| Rex Edwards |  | **GUESTS** (non-voting)  Dina Pielaet  Jamee Maxey-D’Angelo | | |
| Ruth Bennington (alt) | X |
| Cindy Sheaks-McGowan (alt) |  |
| **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 (2:30-2:35pm)  * Who Votes Today? | **Online Meeting Option:** Motion to approve - Jackie K., 2nd - Danita R. | Pass |
| 1. Announcements & Comments (2:35-2:40pm)  * Nominations for DE Faculty Co-Chair for 2023-2025 * Title V Changes now state law (RSI Guidelines) * Save the Date for VCCCD DE Summit 3/1/23 Online 9am-12pm (Flex Day) * Last Meeting of 2022 – Only 4 Meeting in 2023! | * DE committee members interested in the 2023-24 DE Faculty Co-Chair position can reach out to Christy or Academic Senate leadership for info. * The Title 5 changes are now codified into state law. Kudos to the DE committee for anticipating the Title 5 changes early on with RSI! * Save the Date: The VCCCD Summit will be held virtually 3/1/2023 * There will only be four DE commitee meetings in Spring 2023. | Pass  Pass |
| 1. Adoption of Agenda & Approval of October 2022 Minutes – Michael Ashton (2:40-2:45pm) | **Adoption of Agenda**: Motion to approve – Christy D., 2nd – Diane  **Approval of October 2022 Minutes**: Motion to approve – Diane S., 2nd – Kellie P. |  |
| 1. DEETAC Updates (Distance Education & Education Technology Advisory Committee) – Kelsey Stuart (2:45-2:55pm)  * Reminder: EduApp Store to be Restricted Spring 2023 | * DEETAC has been working on establishing a vetting process for instructional technology that can be added to Canvas. Starting in Spring 2023, faculty will no longer have the ability to access the EduApp store. * Faculty interested in using any ed tech can still do so by going through the vetting process. |  |
| 1. Testing Center Communication – Michael Ashton (2:55-3:05pm)  * Reminder: On-Ground Testing Requirement for Online Classes MUST be noted in the Schedule of Classes | * The Testing Center will continue to be piloted in the Spring. In Spring, the Testing Center will be relocated from FLR-4 to LLR-305. * The library’s hours have been extended to accommodate the Testing Center’s hours: Monday, Thursday: 8:00AM-6:00PM, Tuesday, Thursday: 8:00AM – 8:00PM * Any faculty teaching an online or DE course that wants to utilize the Testing Center must update the course notes in the course schedule to indicate an on ground testing requirement. |  |
| 1. Goals Progress Report (3:05-3:55pm)  * Dedicated space for DE Technology & Recording – Ruth Bennington * Lending Library for DE Equipment – Rena Petrello * Degrees/Awards Fully Online and/or ZTC – Cindy Sheaks * Improving DE Website Student Facing Assets – Kelsey Stuart * Student DE Orientation Course – Tracie Bosket & Trudi Radtke | * Dedicated space for DE Technology & Recording - The dedicated space for DE technology and recording is still being developed, with Ruth asking for suggestions on how to proceed logistically. The team will work on checking out possible suggestions for spaces. * Degrees/Awards Fully Online and/or ZTC - There is money coming from the state for campuses to start looking into ZTC, which could include training faculty in ZTC. * Improving DE Website Student Facing Assets – Dina shared the website’s new student service support page for Distance Education, which lists the DE course offerings for students to view. The committee shared their suggestions and feedback on the page. The page’s title may have to be modified from “Distance Education” to a more student-friendly term that better reflects the online program. |  |
| 1. Comments:  * Adjournment at 4:03 pm | Motion to Adjourn – Christy D., 2nd – Rena P. | Pass |