*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 – February 22, 2023**

**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 |  |
| **English and Student Life** | Diane Scrofano | X | Becky Brister (alt) |  |
| Daniela Guevara |  | **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 | X |
| TBA (alt) |  | Trudi Radtke (alt) | X |
| **EATM, Life & Health Science** | Jana Johnson |  | **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 | 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 |  | **GUESTS** (non-voting)  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. Who votes today? (2:30-2:35pm) – Christy Douglass  * Last online meeting! (State of Emergency Ends 2/28/23) * In-Person Only Meetings in March & April | Motion to approve - Christy D. 2nd - Tracie B. | Pass |
| 1. Announcements & Comments (2:35-2:45pm)  * Nominations for DE Faculty Co-Chair for 2023-2025 * Classified Prioritization Update * Online Teaching Conference June 21-23 in Long Beach - Interested? Contact Michael * March Meeting: Discussion of new faculty contract impacts on DE | * Nominations for DE Faculty Co-Chair for 2023-2025 are still ongoing. * Classified Prioritization Update – The accessibility specialist position for faculty and staff support ranked high in classified priorization. * Online Teaching Conference will be held June 21-23 in Long Beach. Contact Michael if interested in attending. * The next DE meeting in March will be held in-person. The meeting will hold a discussion on new faculty contract impacts on DE * The Chancellor’s Offices have been doing work to fund ZTC work across the state. For Phase 3, the campus should be receiving about $180,000 next month to support ZTC. * ASMC is giving out 3 $1000 scholarships, with each scholarship rewarding 5 students. The deadline to apply is March 13. |  |
| 1. Adoption of Agenda & Approval of Minutes (2:45-2:55pm) – Christy Douglass  * Adoption of 2/22/23 Agenda * Approval of 11/16/22 Minutes * Approval of 1/25/23 Minutes | Motion to approve – Ruth B. 2nd - Tracie B. | Pass |
| 1. VCCCD DE Summit (2:55-3:05pm) – Michael Ashton  * Save the Date: DE Summit 3/1/23 (Flex Day) 9am-12:30pm ONLINE * Session Overview (Support our MC Presenters!) * MC will be hosting DE Summit next year! | * The VCCCD DE Summit will be held fully online March 1, 9-12:30PM. Trudi and Kelsey will be hosting their own presentations for the Summit. * Trudi’s session on ChatGPT will inform faculty on how ChatGPT works and what the future of AI in higher education looks like. * Kelsey’s session on storyboarding will go over how to engage students in online lectures. * Moorpark College will host the DE Summit next year. |  |
| 1. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates (3:05-3:15pm) – Trudi Radtke  * Zoom Video Storage * Changes to Google Play Store * Updates to OTTCC SLOs | * To clear up Zoom cloud storage, faculty should delete old Zoom videos they no longer use for instruction. * There have been changes to the Google Play Store. Faculty can reach out to Trudi or Tracie if they have been experiencing issues with Google integrations in Canvas. * Trudi has been working on identifying the new SLOs for the revamped OTTCC course. The DE committee is encouraged to give feedback on the SLOs by March 8th. * ASMC has shared their comments and feedback on the revamped DE definitions. Trudi will compile the modified definitions and ask for the committee’s feedback soon. * The accreditors have been added to the randomly selected Canvas courses and will be able to access the gradebook. |  |
| 1. POCR Overview (3:15-3:20pm) – Michael Ashton  * New stipend structure in updated contract * More updates coming soon! | * With the passage of the new AFT contract, the committee has a stipend structure to restart the entire POCR process. * For now, the backlog of courses that stalled when POCR ceased by the end of the last year will be addressed. * Simultaneously, the team will work on developing a more sustainable, fair, long-term structure for the new reintroduction of the POCR process. |  |
| 1. Global Announcements on Canvas - Tracie | * The college’s ability to make global announcements on Canvas is currently restricted. Tracie recommended bringing this topic back to the District due to the importance of these announcements to students. * The committee plans to give an organized plan/structure to present to Academic Senate on regulating Canvas global announcements.   . |  |
| 1. Goals Progress (3:20-3:55pm) – Christy Douglass  * What progress has been made on your objectives? * What can be done in the coming month? (Only two meetings left!) | * Christy reviewed and discussed the committee’s goal progress. * Trudi shared the draft of the DE Student Orientation Canvas course with ASMC for their detailed feedback. * Tracie is working on the UDL course and is awaiting the grant Josepha is writing so the course can be designed according to the needs of the grant. * Michael reported that the executive team have been in discussion with the library to renovate the library’s first floor and utilize it as a dedicated space for primarily students, but also faculty.   + The goals to develop a dedicated space on campus for DE technology,create a lending library of DE related equipment, and provide professional development for use of equipment and technology will most likely be added to the committee’s goals next year. * Committee members should report back to their division and department to find out what degrees or certificates are making progress towards being ZTC. |  |
| 1. Comments:  * Adjournment at 4:00 pm | Motion to Adjourn - Christy D. 2nd - Ruth B. | Pass |