*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 – March 22, 2023**

**2:30 PM – 4:00 PM in TB 119**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Michael Ashton | X | **Arts, Media & Communications** | Anasheh Gharabighi |  |
| Christy Douglass | X | Suzanne Fagan |  |
| **English and Student Life** | Diane Scrofano |  | Becky Brister (alt) |  |
| Daniela Guevara | JC1 | **Dean** | Josepha Baca | X |
| **Access, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning** | Jackie Kinsey | X | **Student Service Council** | Claudia Wilroy | JC1 |
| Rena Weiss | 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 ForbesJamee Maxey |
| 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~~ |  | 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
 | * Quorum must be reached among in-person attendees.
 |  |
| 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
 |  Motion to approve – Ruth B. 2nd - Rena W.  | Pass |
| 1. New Faculty Contract DE Impact (3:00-3:10pm) – Christy Douglass
* Article 23 (Handout)
 | * Christy reviewed Article 23 in the new AFT contract to highlight the relevant items to the committee.
* Faculty who are not up to date on their recertification are encouraged to participate in a training this summer.
 |  |
| 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.
 | * The new and revamped OTTCC SLOs were reviewed for the DE committee’s approval.
* The new OTTCC SLOs entail a lot of the changes that have taken place in DE in the past 3 years.
* The OTTTCC course is 3 units now, designed to be 4 weeks.
* The DE committee recommends utilizing the existing certification course for the rest of the 22/23 academic year, in addition to taking the new SLOs to other committees to send for formal approval.

Motion to approve the new OTTCC SLOs – Christy D. 2nd – Rena W.  | Pass  |
| 1. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates (3:20-3:30pm) – Trudi Radtke
* DE Summit 3/7/24: It’s Our Turn!
* Cidi Labs: Should we get a license for ReadyGO and/or TidyUP?
 | * Moorpark College will be hosting DE summit next year.
* The ITDs are interested in a license for TidyUP and ReadyGo.
	+ TidyUP identifies and deletes old files in Canvas courses to clear up storage.
	+ ReadyGo automatically publishes unpublished courses the day a class begins.
* Faculty should remember to delete old Zoom videos to help free up Zoom cloud storage.
 |  |
| 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!)
 | * The DE online student orientation course has been implemented.
* Tabled - Reviewing the progress of the remaining goals
 |  |
| 1. Use of Canvas Global Announcements (3:45-3:55pm) – Tracie Bosket?
* Review DEETAC Minutes from Decision
* Vote for recommendation?
 | Tabled |  |
| 1. Comments:
* Adjournment at 4:00 pm
 | Motion to Adjourn – Ruth B.. 2nd - Tracie B. | Pass |