

Distance Education Standing Committee

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 – August 26, 2020 **2:30 PM – 4:00 PM, Zoom Meeting**

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Matt Calfin		Dean	Howard Davis	X
	Shannon Macias	X	Student Service Council	Claudia Wilroy	X
English and Student Life	Diane Scrofano	X	Instructional Technologist/Designer	Tracie Bosket	X
				Michael Ashton (alternate)	X
			ACCESS	Matthew Spinneberg	X
Access, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Claudia Gutierrez	X	Acad. Senate President	Erik Reese	X
	Jackie Kinsey	X	DE Coordinator	Anasheh Gharabighi	X
			Associated Students	Kobe Catton	
EATM, Life & Health Science	Ashley Vaughan	X	GUESTS: Mary Rees Josepha Baca Shandor Batoczki Ruth Bennington Renee Butler Icess Nisce (student worker) Rolland Petrello Cynthia Sheaks-McGowan Wayne Snyder Patti Blair		
	Rachel Messinger				
	Jana Johnson (alternate)	X			
Physical Science and Career Education	Loay Alnaji	X			
	Esmaail Nikjeh	X			
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker	X			
	Rex Edwards	X			
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Daniel Aguilar	X			
	Danita Redd	X			
Arts, Media & Communications	Becky Brister	X			
	Suzanne Fagan	X			

Meeting Calendar Fall 20 4 th Wednesday 2:30 (Zoom)	Meeting Calendar Spring 21 4 th Wednesday 2:30 in A-138
08/26/20	01/27/21
09/23/20	02/24/21
10/28/20	03/24/21
11/18/20	04/28/21

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AGENDA

Topic	Discussion/Comments	Action
1. Announcements and Comments	<p>Howard Davis introduced himself as Dean, not replacing Matt. Icess introduced herself as assisting with minutes.</p> <p>DE Committee Faculty Co-Chair Elections announced, Shannon is starting the second year of a 2-year term. Erik will send out information shortly on requirements if you are interested.</p> <p>Should we include more detail in the DE Faculty list? For example, areas of expertise, publishers' content, etc. – Yes, agreed.</p> <p>Erik thanked the committee for their efforts to move things online.</p> <p>Rolland suggests starting at 40 students for class enrollments. 55 is too many. Requested to add to next agenda and discuss.</p>	
2. Approval of April Minutes	<p>Made the motion to approve: Loay Alnajj</p> <p>Seconded: Esmaail Nikjeh</p> <p>Yays: All</p> <p>Nays: None</p> <p>Abstentions: Becky Brister, Howard Davis, Daniel Aguilar, Cindy Sheaks-McGowan</p>	
3. POCR Update – Matt, Anasheh	<p>Moorpark College is now POCR certified campus.</p> <p>8th college in California to become POCR certified college.</p>	
4. Guidance for Online Evaluations - Anasheh	<p>Discussion regarding DE evaluations. Plans and dates to create/revise a draft? Workgroup formed?</p> <p>How do we set up the guidelines for the DE evaluations to be fair? For faculty who have never used Canvas before to anyone already adhering to CVC-OEI rubric.</p> <p>Mary: Contract is explicit: Must do all evaluations. Apply process transparently and equally to adjuncts, new faculty. As of now, we are set to Fall evaluations.</p> <p>No option for new faculty to postpone their evaluations to next semester.</p> <p>Mary: Intent of evaluations is developmental. Help everyone move forward in a supportive, collaborative role.</p> <p>Shannon: For people who have never used Canvas before, if they receive an unsatisfactory evaluation, are we ok with that happening?</p> <p>Mary: Our intent is to not have that happen. Need honest feedback to help everyone move forward to the next level.</p> <p>Danita says some evaluations have been postponed to Spring before due to half-year sabbatical.</p> <p>Rolland: We routinely evaluate someone in their first semester of teaching and don't hold them to the same standard as someone who has taught longer.</p>	

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	<p>Unsatisfactory evaluations means consistently problematic. A lot of us are new, but if we have gone through the DE training, at least we know the basics.</p> <p>Shannon: How do we verify that everyone on our DE committee is DE certified on time?</p> <p>Mary says anyone teaching this semester has already gone through DE certification. Anyone with unusual circumstances will take the September training.</p> <p>Ruth: Getting one module ready took a lot of time for people not familiar with process.</p> <p>Mary: Looking for good intent, moving forward on some basic things.</p> <p>Mary answered and explained DE evaluation issues. We need to be more transparent in our evaluations, clearly define what needs to be done so there are no surprises.</p> <p>Mary: Likes having both asynchronous vs synchronous courses so students can have options on what style matches their learning better.</p> <p>How can items be showcased in online format?</p> <p>Student class attendance can be evaluated through discussions, assignments.</p> <p>Howard suggests idea of walking through online class and going over it when being evaluated. Loay says he'll be sending a video going through his class for evaluation.</p> <p>Went over section 2A, section 2B in DE Evaluation suggestions.</p> <p>Cindy says that an evaluation is treated as a snapshot. We won't be looking through every single module of the course.</p> <p>Esmaail: Are there any rubrics for faculty participation in an online class? How many days should faculty be active in an online class? Shannon: Nothing official in place. Mary says we have not gone to that kind of level. Focus: Being regular and effective. Are you effectively communicating? Are you interacting with your students?</p> <p>Mary: Currently using CVC-OEI rubric for evaluations. One possibility would be having a small workgroup from this committee and refining the document and sending it forward.</p> <p>We can either continue CVC-OEI, approve the presented document, or set up a workgroup to refine what was presented and have it ready for Senate's next meeting.</p> <p>Two members voted to continue using the CVC-OEI rubric; all other voting members voted for the Workgroup option.</p>	

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	Volunteers for workgroup: Anasheh, Shannon Macias, Loay Alnaji, Brian Herlocker, Jana Johnson	
5. Follow-up from FLEX Week, Training Feedback – Matt, Shannon	Tabled.	
6. Online Instruction Update/Tech Update- Tracie, Michael	Tabled.	
7. Certification Alternatives/DE Certification Dates– Tracie, Michael	Tracie requested feedback if she and Michael should investigate substitution certificates from other districts, all agreed.	
8. DDEAC Updates – Matt	Tabled until next meeting. DDEAC meeting is Sept. 2.	
9. Online Welcome Letter Follow-up - Matt	Tabled.	
10. 2020-2021 Goals; Review of PY Goals - Shannon	Tabled.	
11. Distance Education Webpage Feedback – Patti Blair (3:30)	<p>Website is in postlaunch phase.</p> <p>Next steps: Convening districtwide advisory group made up of faculty, staff, students to look at next things we want to do.</p> <p>Added 'Online Learning' in Getting Started section. Added direct link to 'Distance Education' in website menu. Provided link for 'Distance Education' on District Site. Serves as a resource for students.</p> <p>Significant traffic on Getting Started section since launch.</p> <p>Shannon: Would it be possible to have Distance Education tab on the top navigation bar? Patti: Not opposed to it but webpage would be busy, especially on mobile app.</p> <p>Going to review feedback and make subtle changes every so often.</p> <p>Ashley: Students want to know when the required meetings are? Is there a way we can clearly indicate or have an explanation of asynchronous vs synchronous in schedule of classes? Also would be helpful to have a place on the website.</p> <p>Patti: Will discuss with IT.</p> <p>Direct students over to landing page on district site – Map Your Future</p>	

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12. Comments: Adjournment at. 4:07 pm.	Next DE Certification course starts Sept. 8. Apologies for not being able to cover everything in today's agenda. Motion to adjourn – Tracie, 2 nd Diane, all in favor.	