

## ***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 – October 27, 2021 2:30 PM – 4:00 PM, Zoom Meeting**

Division/Position	Name	Present	Division/Position	Name	Present
<b>Co-Chairs</b>	Matt Calfin	X	<b>Dean</b>	Howard Davis	
	Christy Douglass	X	<b>Student Service Council</b>	Claudia Wilroy	X
<b>English and Student Life</b>	Diane Scrofano	X	<b>Instructional Technologist/Designer</b>	Tracie Bosket	X
			<b>ACCESS</b>	Michael Ashton (alternate)	X
				Matthew Spinneberg	X
<b>Access, Kinesiology, Athletics, Library, Math, DE &amp; Teaching and Learning</b>	Chris Copeland	X	<b>Acad. Senate President</b>	Erik Reese	
	Jackie Kinsey	X	<b>DE Coordinator</b>	Kelsey Stuart	X
			<b>POCR Coordinator</b>	Anasheh Gharabighi	X
			<b>ZTC Coordinator</b>	Cindy Sheaks-McGowan	X
<b>EATM, Life &amp; Health Science</b>	Jana Johnson		<b>Associated Students</b>	Kobe Catton	
	Rachel Messinger	X	<b>GUESTS:</b> Ruth Bennington - Accounting Becky Brister - Photography/Graphics Sarah Martinson - Library (Online Student Support Desk)		
Ashley Vaughan (alternate)					
<b>Physical Science and Career Education</b>	Loay Alnaji	X			
	Esmaail Nikjeh	X			
<b>Business, Social and Behavioral Sciences, Child Development and Languages</b>	Brian Herlocker	X			
	Rex Edwards				
<b>A&amp;R, Counseling, Student Life and Support, EOPS, and Student Health Center</b>	Kelly Porto-Garcia	X			
	Danita Redd				
<b>Arts, Media &amp; Communications</b>	Anasheh Gharabighi	X			
	Suzanne Fagan				

<b>DE Committee Meetings</b>	<b>Meeting Calendar Fall 21</b>	08/25/21 (Zoom)	09/22/21 (Zoom)	10/27/2021 (Zoom)	11/17/21*
4 <sup>th</sup> Wednesday 2:30	<b>Meeting Calendar Spring 22</b>	1/26/2022	2/23/2022	3/23/2022	4/27/2022

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### **AGENDA**

Topic	Discussion/Comments	Action
<b>1. Announcements &amp; Comments (2:30-2:40pm)</b>	<ul style="list-style-type: none"> <li>• Congratulations to our employee of the month, Kellie Porto Garcia.</li> <li>• Cindy D. – Class schedules for Spring 2022 are now available. Schedules need to be checked to make sure that any appropriate courses are properly designated as ZTC.</li> <li>• LTC (Low Textbook Cost) now designated for courses with textbooks \$40 or under.</li> <li>• ABBYY Fine Reader – Please advocate towards District IT.</li> </ul>	
<b>2. Adoption of Agenda &amp; Approval of September 22, 2021 Minutes – Matt Calfin (2:40-2:45pm)</b>		<p>Motion to approve Agenda : Christy D. Second: Tracie B. Yays: All Nays:</p> <p>Motion to approve September 22, 2021 Minutes: Tracie B. Second: Diane S. Yays: All Nays:</p>
<b>3. Vote to Continue Online Meetings – Christy Douglass (2:45-2:50pm)</b>		<p>Motion to approve online November meeting: Christy D. Second: Diane S. Yays: All Nays:</p>
<b>4. Goals for 2021/2022 – Matt Calfin (2:50-3:15pm)</b>	<ul style="list-style-type: none"> <li>• Reviewed DE Committee goals.</li> <li>• Goals #1 and 2 seem to be out of purview of committee since data collection system is already in place. Suggested to reduce proposed goals to Goals #3, 4, 5, &amp; 6.</li> </ul>	<p>Motion to adopt goals: Christy D. Second: Tracie B. Yays: All Nays:</p>
<b>5. POCR Update &amp; Equity Rubric – Anasheh Gharabighi (3:15-3:30pm)</b>	<ul style="list-style-type: none"> <li>• Current cohort is in week 4 of 6. Tested new method with Section D and should be on track to dedicate Week 5 to Section D alignment.</li> <li>• Recommended POCR process to include equity elements moving forward, TBD at a later date.</li> </ul>	<p>Motion to approve committee recommendation of equity in POCR process: Christy D. Second: Brian H, Yays: All Nays: None</p>
<b>6. Instructional Designer Update – Tracie &amp; Michael (3:30-3:45 pm)</b>	<ul style="list-style-type: none"> <li>• Proposed Universal Design for Learning (UDL) Certificate of Proficiency</li> <li>• Four new workshops have been created for OTTCC and POCR training: Universal Design, Course Design, Assessments, Humanizing</li> </ul>	<p>Motion to approve UDL certification: Loay A. Second: Matthew S.</p>

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	<ul style="list-style-type: none"> <li>Alignment to Strategic Plan goal is to have faculty and staff knowledgeable of universal design – increase from 43 in 2017 – 2018 to 250 by 2023-2024.</li> </ul>	Yays: All Nays: None
<b>7. DE Coordinator Update – Kelsey Stuart (3:45-3:50pm)</b>	<ul style="list-style-type: none"> <li>Digital tools analysis of Proctorio, Cranium Café, and Lapster will be held on Zoom on Fridays from 11-12 pm by Kelsey Stuart</li> </ul>	
<b>8. Accessibility Update – Matt S. (3:50-4:00pm)</b>	<ul style="list-style-type: none"> <li>Accessibility is continuing to increase! For any assistance with accessibility, reach out to Matt S. or ACCESS.</li> <li>Please continue to push forward support of ABBYY Fine Reader towards the District.</li> </ul>	
<b>9. Comments:</b>  <b>Adjournment at 4:01 pm.</b>	Motion to adjourn – Tracie B.	

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