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 – November 17, 2021
2:30 PM – 4:00 PM, Zoom Meeting

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Matt Calfin	X	**Dean**	Howard Davis	
	Christy Douglass	X	**Student Service Council**	Claudia Wilroy	
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	Chris Copeland		**Acad. Senate President**	Erik Reese	
	Jackie Kinsey	X	**DE Coordinator**	Kelsey Stuart	X
			POCR Coordinator	Anasheh Gharabighi	
			Associated Students	Kobe Catton	
EATM, Life & Health Science	Jana Johnson		GUESTS: X Ruth Benninton - Accounting X Becky Brister - Photography/Graphics X Sarah Martinson - Library (Online Student Support Desk)		
	Rachel Messinger	X			
	Ashley Vaughan (alternate)				
Physical Science and Career Education	Loay Alnaji				
	Esmaail Nikjeh				
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker				
	Rex Edwards				
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Kelly Porto-Garcia	X			
	Danita Redd				
Arts, Media & Communications	Anasheh Gharabighi	X			
	Suzanne Fagan				

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

Distance Education Standing Committee

AGENDA

Topic	Discussion/Comments	Action
1. **Announcements & Comments (2:30-2:40pm)**	• Funding is available to support the faculty to convert courses to zero textbook costs (ZTC). Applications are available online, librarian can help provide support if help is needed with research for the course. • Angie Thomas, author of "The Hate You Give", will be live on Zoom, April 19th at 1:00pm. (PT) 150 copies are available to students to check out at no cost.	
2. **Adoption of Agenda & Approval of October 27, 2021 Minutes – Matt Calfin (2:40-2:45pm)**		Motion to approve October 27, 2021 Minutes: Diane S. 2nd : Christy D. Yays: All Nays: Motion to approve Agenda : Christy D. 2nd: Diane S. Yays: All Nays:
3. **Vote to Continue Online Meetings – Christy Douglass (2:45-2:50pm)**		Motion to approve online January meeting: Diane S. 2nd: Tracie B. Yays: Majority Nays: Matt S.
4. **Goal Action Items – Christy Douglass (2:50-3:10pm)**	• Proposed subcommittee to work on both Regular Substantive Interaction and Camera/Microphone Policies.	
5. **DE Coordinator Update: Digital Tools Analysis – Kelsey Stuart (3:10-3:20pm)**	• Results of Proctorio survey show 60% of surveyed faculty to use Proctorio for midterm and finals. Out of that percentage, 89% find Proctorio to be helpful. • Majority of complaints focused on software download and support, privacy issues. • Over 60% of surveyed faculty in support of Campus Testing Center to proctor tests in person.	
6. **POCR Update: Implementation Strategies for the Equity Rubric within the POCR Process – Anasheh Gharabighi (3:20-3:35pm)**	• Faculty can now choose to have their course reviewed for equity standards in addition to being POCR reviewed. • Consider the pursuit of equity reviewer training to support POCR review team in this process.	Motion to support equity rubric alongside CVC rubric: Matt S. 2nd: Howard D. Yays: Nays:
7. **Instructional Designer Update: UDL Workshops – Tracie & Michael (3:35-3:50 pm)**	• Proposing a six-week certification program that would support the development of courses under a UDL framework. Consists of 4 workshops introducing UDL and its principles and an opportunity for peer review. • Pilot cohort is expected to roll out by Jan. 24th, with a full implementation of program planned on March 24th. • Faculty would also be trained to analyze equity data and develop plans to improve metrics in courses and programs.	

Topic	Discussion/Comments	Action

8. Accessibility Update – Matt S. (3:50-4:00pm)	• VPAT = Voluntary Product Accessibility Template, please check out the following:
	   o Cranium Café ScreenReader - iOS – InaccessibleVPAT: https://www.bemidjistate.edu/offices/its/wp-content/uploads/sites/60/2016/03/Cranium-Cafe-Complete-Platform-Overview.pdf
	   o Labster Accessibility Page: https://www.labster.com/accessibility
	   o Proctorio Accessibility Page: https://proctorio.com/about/accessibility
	   o MathType and Canvas (Accessible Equations Website): https://docs.wiris.com/en/mathtype/lms/canvas	

9. Comments: None **Adjournment at 3:59 pm.**	Motion to adjourn – Matt C.	