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:

1. Review and evaluate campus-wide student success and equity data related to distance education.
2. Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College.
3. Provide guidance on professional development activities related to distance education.
4. Monitor and document compliance with accreditation standards and state and national regulations.

DE Committee Meetings	Meeting calendar Fall 2023	~~08/23/23~~	~~09/27/23~~	~~10/25/23~~	~~11/29/23~~
4th Wednesday 2:30PM	**Meeting calendar Spring 2024**	<mark>01/24/24</mark>	02/28/24	03/27/24	04/24/24

Agenda – January 24, 2024, 2:30 PM – 4:00 PM in CR Campus Ctr Conf Room

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Matt Calfin	X	**DE Coordinator** (non-voting)	Open: Katrina McElroy	
	Jamee Maxey	X	**POCR Coordinator** (non-voting)	Kelsey Stuart	
English & Student Life	Diane Scrofano	X	**ZTC Coordinator** (non-voting)	Cindy Sheaks-McGowan	
	Daniela Guevara	X	**Assistant Dean** (non-voting)	Deb Brackley	
ACCESS, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey	X	**Associated Students** (non-voting)	Jaycee Alipio	
	Rena Weiss	zoom			
	ALT: Marcel Koressa		**Academic Senate President** (non-voting)	Matthew Morgan	
EATM, Life & Health Science	Jana Johnson		**Guests** (non-voting):		
	Open:				
Physical Science & Career Education	Esmaail Nikjeh	X			
	Open:				
Business, Social and Behavioral Sciences, Child Development and Languages	Johanna Pimentel	X			
	Open:				
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Nicholas McLouth	X			
	Open:				
Arts, Media & Communications	Anasheh Oliven	X			
	Cynthia Minet	zoom			
	Alt: Kelsey Stuart				
	Alt:				
Student Service Council	Claudia Wilroy				
ACCESS	Shirley Ruiz	X			
	Open:				
Instructional Technologist/Designer	Trudi Radtke				
	Alt: Tracie Bosket	zoom			
Dean	Josepha Baca				
Voting members					
Quorum					

Agenda

Topic	Discussion/Comments	Action
1. **Role Call/Announcements & Public Comments - Jamee Maxey** • **Motion to start meeting.** • **Start recording of the meeting** • **DE Coordinator Update: Matt Calfin**	Motion to start the meeting by: Josepha Baca Diane Scrofano 1:44 seconded the meeting Time Started/Recorded: 2:42 pm Announcements: Matt introduced new DE coordinator Katrina McElroy, ZTC coordinator Cindy Sheaks-McGowan, the Lead Counselor for international students Nicholas McLouth, and new ACCESS counselor Beau Whitson. Jamee inquiries about DE coordinator position length. Matt clarifies it based on a term stipend.	
2. **Brown Act & Who Votes Today? - Jamee Maxey** • **Review of Brown Act:** • **Quorum met? Yes/No**	Quorum has been met. Everyone listed on the membership has been approved by Academic Senate.	

3. **Approval of Minutes and Adoption of Agenda – Jamee Maxey**
• **Review of Meeting Minutes 11/29/23:**
• **Adoption of Consent Agenda 1/24/24:**
  a. **Motion to approve:**
  b. **Second Motion (if necessary):**
	Minutes from 11/29/24 Motion to approve amended meeting minutes by: Josepha Baca
	Seconded by: Anasheh Oliven
	Cynthia Minet abstains
	Motion outcome: Minutes for Nov. 29, 2023 were approved.
	
	Adoption of Agenda for 1/24/24
	Motion to approve by: Diane Scrofano
	Seconded by: Josepha Baca
	Motion outcome: vote was not taken
		Amendments to 11/29/23 minutes:
		-#5 DE summit members missing:
		Ali Olson-Pacheco
		Shirley Ruiz
		Matthew Moore
		Sharon Oxford
		Tracie Bosket
		Meg Phelps
		-Removal of Marcel Caressa from DE Summit Committee & DE Standing Committee

4. **DE Summit Update/Progress – Deb Brackley**
  a. **Subcommittee Members**.
    • Trudi Radtke -ITD
    • Jamee Maxey-D'Angelo – Health Sciences
    • Deb Brackley – Asst Dean TLC and DE and Library
    • Cynthia Minet - Arts
    • Marcel Koressa - Math
    • Karin Johansson – Arts
    • Katrina McElroy – Art
    • Kelsey Stuart – Communication
    • Rena Weiss - Math
	Deb advised DE Summit Committee meets on a weekly basis. Katrina gave the group an update on where they're at:
	-DE Summit will be 3/7/24 about 8:40 – 3:30 online for faculty on the flex day. AI academy & Accessibility academy were also integrated into the summit.
	-They are working on posters & save the dates that will come out soon.
	-Proposals will be reviewed beginning of Feb.
	-There will be 2 keynote speakers: Mirko Chardin & Mike Smedshammer.
	-Subcommittee has 2 new members, one from VC & 1 from OC.
	-They will be sharing proposals & posters at next meeting.	

| 5. DEETAC (Distance Education & Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano | Diana Scrofano advised that DEETAC has approved & paid for & turned-on IA detector on turnitin.com. She wants to be clear that we can shop around for other alternatives from Turnitin. She emphasized that as teachers they should not blindly rely on the AI detector, but actually review other factors to determine if students have used AI.

Deb advised that a big thing that the DEETAC is discussing on a monthly basis is the district accessibility specialist potential position. There's a lot of debate about the necessity of having accessibility specialists on campus as well as having one at the district office. She volunteered to start investigating another community college. What they have for accessibility teams. She is going to try to push to see if we can get at least a position created. They also announced the Online Teaching Conference, which is at the end of June 26th to 28th at the Long Beach Convention Center. They have reviewed today some of the people who wanted to go. They can take up to 10, so far only 6 have advised they want to go. Trudy & Ali from VC presented the revised re-certification course to DEETAC with all the elements that have been added in or taken out, depending on what it is. And DEETAC approve the re-certification course. | |

| 6. DE Recertification Update– Jamee Maxey | Jamee provided 2 handouts regarding all of the feedback that was given throughout campuses and feedback that was given in the recertification courses that have occurred last semester. Feedback was garnered and incorporated and implemented to a revised course that has been started at Ventura College, not sure about Oxnard. They broke down each module to state the approximation of how long it will take for each module. It also shows the difference between the previous OTTCC course and now the updated TOC research for January. Senate has established a review committee that hopes to mobilize and begin next week for review process of 7 days. Findings will be collaborated, and recommendations or the stamp of approval will be placed by February 6. Tweaks and changes should be met for the next cohort March 4th. Those faculty that were on pause for January have been notified in regards to switching to another cohort in the app. on campus. either this semester or during the summer. Collaboratively everyone would like to still push for an extension of side letter, because we still aren't 100% sure that everything's going to be implemented with all the instructors who need the recertification by august 1st deadline.

 Rena inquired If there were faculty members who have not yet signed up, which session would we encourage them to sign up for with the new proposed changes? Per Jamee, starting March 4th there are 2 cohorts in the Spring. The first is March 4th through April 14th, April 22nd through May 26th, May 27th through June 30th, and July 1st through Aug 4th. The last cohort in the Spring semester leads out past contract, so faculty needs to be aware of that.

 Cynthia asked if there are going to be any others courses that will be offered during actual contract time this semester. She went to sign up for a course and the only one that is not already full is the July1st through August 4th. Per Jamee, it was her understanding that even if it was full, they would do their best to get them in. And that was what she was told by John Forbes. If there are issue with sign up form, Deb is the contact person. Per Matt If the recertification needs to happen this term, before Fall 24, that's how it's been prioritized. | |

7. **DE Committee Goal Adoption:** **2023-2024 Committee Goals** **1. Identify, develop, and support online learning initiatives with a focus on addressing student equity, including but not limited to:** Outcome: Committee updated initiative to initiatives, and by to but. <mark>(need to come back to address accessibility language)</mark> **a. Provide support to Academic Senate in the approval of the DE recertification process. (Charter Task 2 & 4)** Outcome: No changes or opposition on subgoal a. per Jamee goal was met **b. Enhance campus resources pertaining to DE related tools and technology (Charter Task 3)** **i. Implement the VCCCD DE Summit in collaboration with VC and OC.** Outcome: Summit was capitalized, no oppositions **c. Improve campus resources pertaining to DE related tools and technology** **i. DE Orientation for Students** • Increase faculty awareness of the DE student orientation process. • Support professional development in DE through the development and implementation of faculty and student online teaching and learning activities. Outcome: per Jamee, not everything in this goal was met & measurement of the goal will have to be reworded. There has been conversation about how students get oriented & how do they know? It was discussed where do we advertise? How does how does it get processed? So how do we measure that? What is an appropriate word used to describe the orientation process. The committee proposed: showcase, examine, promote, increase of faculty awareness. Committee agreed with Increase faculty	Jamee reviewed the 2023/2024 goals and also listed the outcomes.

awareness of the DE student orientation process language. Committee agree to change language to: support professional development in DE through the creation and implementation of faculty and student online teaching and learning activities.

d. Conduct annual review of campus-wide student success and equity data in distance education courses (Charter Task 1)

Outcome: Jamee inquired how this would be measured. Per Deb, this is something that can be pulled from the dashboard. It provides a breakdown with success & retention rates for student that take online compared to onground. She may be able to obtain equity data from IE department. Per Matt, add Conduct at the beginning of goal d. Per Josepha, we should add in instead of to, and courses after education because distance education & onground education are not related. Committee agreed to the changes.

2. Examine the number of degrees/awards that can be completed through 50% or more online curriculum.

Outcome: Per Jamee the language was changed because someone had mentioned in regards to the number of certificates or degrees had come from 50% or more of online learning. Per Deb, she would like to get clarification from Alan Courter before this is a set goal. (Deb needs to get clarification from Alan Courter) Committee is in agreement. Esmaail wants to know if there is a way to track how many students are taking online at courses at MC in order to transfer. (per Matt needs clarification, we will have to look to see if it's feasible before it becomes a goal)

3. Supporting the recommendation for institutionalization of the Peer Online Course Review Badging by (TBD).

Outcome: Jamee advised that we are aware there was an increase in POCR badges in the last year, and should we increase that again. She advised that Matt was concerned if we increase it again, there might not be enough support to even write down a percentage of increase. Per Deb, this is due to budgetary constraints. Since she has been here POCR was not happening last year, it started in the summer, in the Fall they did 12 and the goal for Spring is 12 & that is stretching the budget pretty thin. She has 10 reviewers, but she would need a more budget. Shirley inquired if online courses go through POCR & those that are hybrid or in person supported with Canvas, do they go through POCR? Anasheh confirmed that only fully online courses go through POCR. Do faculty that only use Canvas go through any process about ensuring their courses are accessible because students are still accessing something online. They're still required to learn materials that may or may not be fully accessible. Do we have any support for that? Or are we only fully concerned with line classes? Per Anasheh, it seems like the support is there. Whether faculty make their content accessible by while they have to. But POCR's accessibility is built within it, so it's a mandatory part of it. You can't do poker badge without having your course 100% accessible. Shirley inquired if there is a way for us to promote accessibility across the board. She would like to integrate accessibility as part of the goals somewhere. Per Matt, this might fit under goal 1. c. where we were discussing supporting professional development & just add, including accessibility, or with an emphasis in accessibility as a part of that goal. Per Jamee under goal 1. c. in the end it does say that best supports access and equity, or we can add access and equity on there as well. Sherry advised that student equity should include accessibility, because we talk a lot about student equity. But accessibility is never really a part of that conversation or even definition. So maybe the committee needs to define what they are saying student equity means to each committee member and the committee. Per Jamee, the long run solution to this would be a 2 to 3 year goal under goal 5. But a quick fix would probably be to set another sub goal under 1. c. Something like provide 3 online resources to faculty members. That supports student equity, but is also measurable by the courses that are going to be offered for the DE summit as well. Per Matt this really goes back to #1 really addressing student equity and we know accessibility is a part of that. Jamee proposes to add it under #1, after equity "and accessibility, including, but not limited to." This will need to be readdressed at the next meeting.

Coming back to number, per Jamee goal needs to be reworded since it is already institutionalized. She proposed: Make recommendations for increasing POCR review process activities. Per Deb, it is not institutionalized as it does not have its own budget, her goal is to be bale to institutionalize it and have a budget in place for it as it's a valuable review process. Jamee proposes "supporting the institutionalization of the Peer Online Course Review process". The committee agrees with the goal language change.

4. **Implement scaling Quality to better serve online students.**

    a. **Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).**

    Outcome: Per Matt, this was a strategic goal from last year & we don't have to use this same goal for next year since out strategic goals are changing every year. Per Jamee we can say, we met this goal if we adopt this goal because everyone said that now we have the AI back. And under A she put provide an active voice to practice students and administration regarding best practices for AI. Per Deb, leave as is & remove Implement and check off as a met goals since it was already done. Per Jamee this is a good idea and goal 4 will now be "administration regarding best practices for Artificial Intelligence (AI)." Everyone in agreement.

5. **(2-3 year goal) Cohesive and succinct DE website/Canvas shell with resources (Charter task 2 & 4) (Jamee to share Mira Costa example)**
    a. Development of DE language dictionary
    *Badge synchronous vs asynchronous vs hybrid courses in course catalog

    Outcome: Jamee proposed they cancel this goal & add to next year goals since they need to get through recertification process issue: This needs to be voted on in next meeting due to not meeting quorum, Josepha left.

8. **Comments** **Handouts: Proposed Changes to Teaching Online Certification for Recert. And TOC Revision Overview – January 2024**		
9. **Adjournment**	• Motion to adjourn • Anasheh Oliven motioned to adjourn, Diane Scrofano seconded	Adjournment time: 4:01 pm