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 glob al 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.

Agenda – October 25th, 2023, 2:30 PM – 4:00 PM in CCCR

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

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**	01/24/24	02/28/24	03/27/24	04/24/24

Agenda

Topic	Discussion/Comments	Action
1. Announcements & Public Comments - Jamee Maxey • **Motion to start meeting.** • **Start recording the meeting**		
2. Brown Act & Who Votes Today? - Jamee Maxey •		

3. Adoption of Agenda & Approval of Minutes - Deb Brackley
 	
• **Review of Meeting Minutes 9/27/23:**
   a. **Motion to approve:**
   b. **Second Motion:**
 	
• **Adoption of Consent Agenda 10/25/23:**
   a. **Motion to approve:**
   b. **Second Motion:**		

4. Meeting information - Jamee Maxey • **Information from Senate:** • **Review of Side Letter (See attached)** • **Discussion (Go to item #7)**		

5. DE Summit – Trudi Radtke / Becky Brister
   a. **Subcommittee Members have been identified**.
 	
    • Trudi Radtke -ITD
    • Becky Brister - Arts
    • 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 – Arts
    • Would anyone else like to join?		

6. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates – • **No updates (meeting 10/25)**		
7. DE Recertification – Jamee Maxey, Deb Brackley, Trudi Radtke		

- **Background/Comparison chart OTCC/TOCC**
- **When does next cohort start? How many?**
- **Information regarding feedback of TOCC Course**
    a. **Suggestions for revisions**
        i. **Independent study/self-paced**
        ii. **Requirement vs. Optional identification**
        iii. **Adding DE committee and POCR members to take course for vetting**.
        iv. **No delay in implementation**
- **Development of faculty notice of recertification process**.
- **Motion for any adaptations of suggestions of above.**

8. 2022-2023 Goals Progress - Jamee Maxey

2022-2023 Committee Goals (Adopted 8/24/22)
1. Identify, develop, and support online learning initiatives with a focus on addressing student equity, including but not limited to:

    a. Regular & Substantive Interaction (ACCJC)

    Outcome: Committee recognizes the work of Christy Douglass and Trudi Radtke during the Summer and Fall 2022 providing RSI training and resources in preparation for the ACCJC accreditation review in Spring 2023.

    b. Advancing Universal Design for Learning (Ed Master Plan: Strategic Direction 5, Goal D, Metric 3) -

    Outcome: Committee recognizes the work of Trudi Radtke and Tracie Bosket throughout Spring 2022 providing UDL training and resources to support the Educational Master Plan and the annual Professional Development theme of IDEAA.

    c. Improve campus resources pertaining to DE related tools and technology:

        i. Develop a dedicated space on campus for DE technology and video recording.
        ii. Create a lending library of DE related equipment.

iii. Provide professional development for use of equipment and technology.

Outcome: Committee supports the creation of a Title V Implementation Workgroup to determine the best path forward regarding **training and support of Title V requirements.**

o Passed Unanimously 4/26/23

2. Examine and make recommendations towards expanding the number of degrees/awards that can be completed fully online. (Ed Master Plan: Strategic Direction1, Goal C, Metric 1)

Outcome: Committee recognizes the departments that have worked to provide fully online and/or Zero Textbook Cost degrees and/or awards in support of the Educational Master Plan and has updated the listing of fully online degrees and awards on our DE webpage to increase awareness of these offerings.

3. Evaluate and make recommendations for improving and institutionalizing Peer Online Course Review (POCR) process. (Ed Master Plan: Strategic Direction 3, Goal G, Metric 2 & CVC Consortium Agreement)

Outcome: Committee recognizes Michael Ashton's work collecting and analyzing feedback regarding Peer Online Course Review to relaunch the program under the leadership of Summer POCR Coordinator, Kelsey Stuart.

4. Implement Scaling Quality to better serve online students. (CVC Consortium Agreement & Student Input, Ed Master Plan: Strategic Direction 1, Goal F, Metric 3)

Outcome: Committee recommends adoption of the new OTTCC SLOs to be used in creation of the revised OTTCC training course that will be offered in the 2023-2024 academic year.

o **Passed Unanimously 3/22/23**

Outcome: Committee recommends continued institutional support of Cranium Café, Labster, and NetTutor software subscriptions. (Goal 4)

o **Passed Unanimously 4/26/23**

a. Improve DE website student facing assets.

Outcome: Committee recognizes the work of Kellie Porto-Garcia, Kelsey Stuart, and Dina Pielaet in updating and improving external and student facing DE webpages to streamline communication and better promote our offerings.
 	
b. Create and launch Student Support Service Hub
 	
Outcome: Committee recognizes the work of Trudi Radtke in bringing the Student Services website to Canvas. The "Student Support" tab, now prominently featured in the Canvas navigation menu, increases access to student support and resources for online students.
 	
c. Implement Student DE Orientation Course
 	
Outcome: Committee recognizes the collaboration of Kellie Porto-Garcia and Trudi Radtke in improving the orientation experience for new online students.
 	
2023-2024 Proposed Goal Themes (Not in Goal oriented language):
 	
1. Online Recertification Process
 	
    a. Course vetting
 	
    b. Faculty awareness of recertification needs
 	
    c. Equivalency Rubric/Process
 	
2. DE Summit
 	
3. DE Orientation for Students
 	
4. AI
 	
5. Cohesive and succinct DE website with resources
 	
6. Development of DE language dictionary
 	
7. Other suggestions		

9. Comments •		
10. Adjournment		

• **Motion to adjourn**. a. **Time:**		