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.

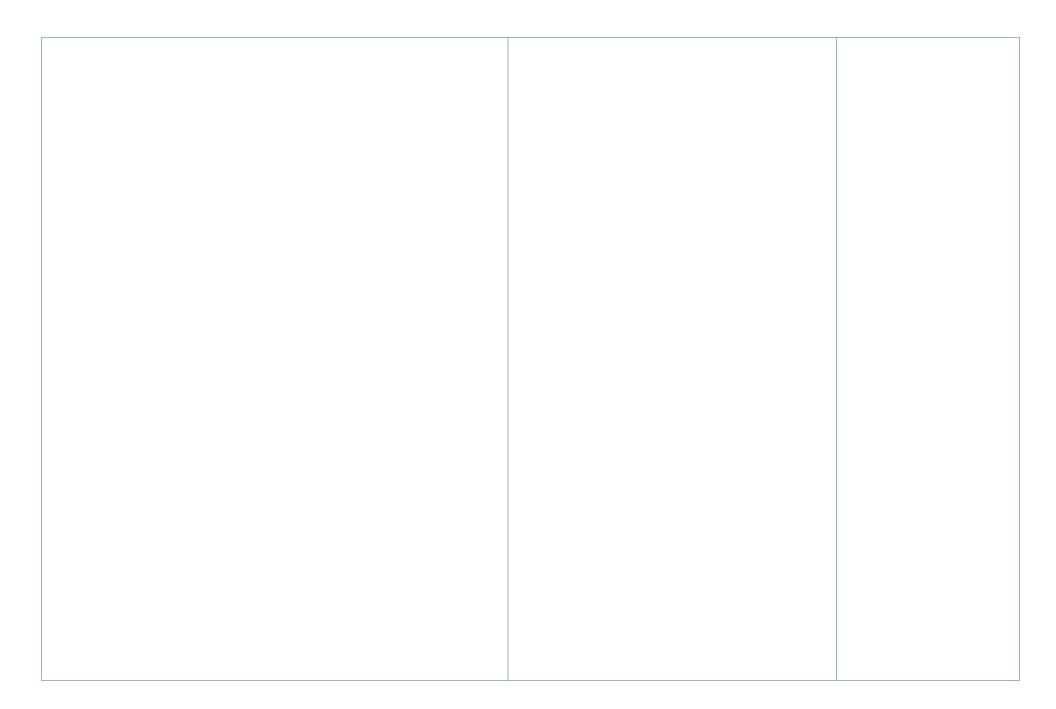| DE Committee Meetings	Meeting calendar Fall 2023	08/23/23	09/27/23	10/25/23	11/29/23
4th Wednesday 2:30PM	Meeting calendar Spring 2024	01/24/24	02/28/24	03/27/24	04/24/24

Agenda – February 28, 2024, 2:30 PM – 4:00 PM Location CCCR

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

Agenda

Topic	Discussion/Comments	Action
1. **Roll Call, Announcements & Public Comments - Jamee Maxey** • **Motion to start meeting.** • **Start recording of the meeting** • **Announcements** • **Public Comments**	Motion to start the meeting by: Second by: Time Started/Recorded: Announcements: Public Comments	
2. **Brown Act & Who Votes Today? - Jamee Maxey** • **Review of Brown Act:** • **Quorum met? Yes/No**		

3. **Approval of Minutes and Adoption of Agenda – Jamee Maxey**
• **Review of Meeting Minutes 1/24/24:**
• **Adoption of Consent Agenda 2/28/24:**
   a. **Motion to approve:**
   b. **Second Motion (if necessary):**
	Minutes from 1/24/24 motion to approve:
	Seconded by:
	Abstention:
	Motion outcome:
	
	Adoption of Agenda for 2/28/24
	Motion to approve by:
	Seconded by:
	Motion outcome:	

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		

5. **DEETAC (Distance Education & Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano**		

6. **DE Recertification Update– Jamee Maxey**		

7. **DE Committee Goals for adoption:**
 	
2023-2024 Committee Goals for Adoption:
 	
1. **Identify, develop, and support online learning initiatives with a focus accessibility on addressing student equity, including but not limited to:**
 	
 a. **Provide support to Academic Senate in the approval of the DE recertification process (Charter Task 2 & 4).**
 b. **Implement the VCCCD DE Summit in collaboration with VC and OC (Charter Task 2 & 3).**
 c. **Improve campus resources pertaining to DE related tools and technology (Charter Task 1 & 2).**
   i. **DE Orientation for Students**
   ii. **DE Resource Room**
 d. **Conduct annual review of campus-wide student success and equity data in distance education courses (Charter Task 1).**
 	
2. **Examine the number of degrees/awards that can be completed through 50% or more online curriculum (Charter Task 1 & 2).**
 	
3. **Support the campus recommendation for the Peer Online Course Review Badging (Charter Task 2 & 4).**
   Committee support (this is not part of the goal. It is measurement)
   Ideal POCR courses reviewed by term (this is not part of goal. It is measurement)
 	
4. **Implement scaling Quality to better serve online students (Charter Task 1 & 2).**
 	
 a. **Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).**		

8. Comments **AI usage workgroup Report-Jamee Maxey/Diane Scrofano**		
9. Adjournment	Motion to adjourn Second to Adjourn	Adjournment time: