

**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.

<b>DE Committee Meetings</b>	<b>Meeting calendar Fall 2023</b>	08/23/23	09/27/23	10/25/23	11/29/23
<b>4th Wednesday 2:30PM</b>	<b>Meeting calendar Spring 2024</b>	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
<b>Co-chairs</b>	Matt Calfin	X	<b>DE Coordinator</b> (non-voting)	Katrina McElroy	X
	Jamee Maxey	X	<b>POCR Coordinator</b> (non-voting)	Kelsey Stuart	zoom
<b>English &amp; Student Life</b>	Diane Scrofano	X	<b>ZTC Coordinator</b> (non-voting)	Cindy Sheaks-McGowan	X
	Daniela Guevara	X	<b>Assistant Dean</b> (non-voting)	Deb Brackley	X
<b>ACCESS, Kinesiology, Athletics, Library, Math, DE &amp; Tutoring and Learning</b>	Jackie Kinsey		<b>Associated Students</b> (non-voting)	Jaycee Alipio	X
	Rena Weiss	-			
	ALT: Marcel Koressa		<b>Academic Senate President</b> (non-voting)	Matthew Morgan	
<b>EATM, Life &amp; Health Science</b>	Jana Johnson		<b>Guests (non-voting):</b>	Beth Gillis – AFT Rep	
	Open:				
<b>Physical Science &amp; Career Education</b>	Esmaail Nikjeh	X			
	Open:				
<b>Business, Social and Behavioral Sciences, Child Development and Languages</b>	Johanna Pimentel	X			
	Open:				
<b>A&amp;R, Counseling, Student Life and Support, EOPS, and Student Health Center</b>	Nicholas McLouth	X			
	Open:				
<b>Arts, Media &amp; Communications</b>	Anasheh Oliven	X			
	Cynthia Minet				
	Alt: Kelsey Stuart	Zoom			
	Alt:				
<b>Student Service Council</b>	Claudia Wilroy				
<b>ACCESS</b>	Shirley Ruiz	X			
	Open:				
<b>Instructional Technologist/Designer</b>	Trudi Radtke	zoom			
	Alt: Tracie Bosket				
<b>Dean</b>	Josepha Baca	X			
	<b>Voting members</b>				
	<b>Quorum</b>				

## Agenda

Topic	Discussion/Comments	Action
<p><b>1. Roll Call, Announcements &amp; Public Comments - Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Motion to start meeting.</b></li> <li>• <b>Start recording of the meeting</b></li> <li>• <b>Announcements</b></li> <li>• <b>Public Comments</b></li> </ul>	<p>Motion to start the meeting by: Diane Scrofano            Second by: Johanna Pimentel            Time Started/Recorded: 2:43 pm            Announcements:            Kelsey Stuart shared announcements for PO CR:            -wrapping up spring session            -12 courses going through right now, all reviewers have reviewed their courses, have met with Kelsey, and will now be presenting their reviews to the faculty that put their courses through. After this faculty will begin editing process.            -they are hoping to run a summer session to help out faculty that are trying to get their courses through PO CR. More information will be provided from the 3/7/24 DE Committee Meeting.            -So far, they have done Summer, Fall &amp; Spring for 2023 &amp; 2024. She will provide updated numbers in the next meeting.</p> <p>Public Comments:            Matt Calfin shared that men's and women's basketball team are in the playoffs, this is the first time this has occurred since 1981.</p> <p>Anasheh Oliven shared that the Communication Studies Department won model communication studies department in the Western States Communication Association. Their DE work was actually part of the application.</p>	
<p><b>2. Brown Act &amp; Who Votes Today? - Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Brown Act:</b></li> <li>• <b>Quorum met? Yes</b></li> </ul>		

<p><b>3. Approval of Minutes and Adoption of Agenda – Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Meeting Minutes 1/24/24:</b></li> <li>• <b>Adoption of Consent Agenda 2/28/24:</b> <ul style="list-style-type: none"> <li>a. <b>Motion to approve:</b></li> <li>b. <b>Second Motion (if necessary):</b></li> </ul> </li> </ul>	<p>Minutes from 1/24/24 motion to approve: Anasheh Oliven          Seconded by: Esmaail Nikjeh          Abstention: none          Motion outcome: approved with no progression</p> <p>Adoption of Agenda for 2/28/24          Motion to approve by: Diane Scrofano          Seconded by: Johanna Pimentel          Abstention: none          Motion outcome: approved</p>	
<p><b>4. DE Summit Update/Progress – Deb Brackley</b></p> <ul style="list-style-type: none"> <li>a. <b>Subcommittee Members.</b> <ul style="list-style-type: none"> <li>• Trudi Radtke -ITD</li> <li>• Jamee Maxey-D'Angelo – Health Sciences</li> <li>• Deb Brackley – Asst Dean TLC and DE and Library</li> <li>• Cynthia Minet - Arts</li> <li>• Marcel Koressa - Math</li> <li>• Karin Johansson – Arts</li> <li>• Katrina McElroy – Art</li> <li>• Kelsey Stuart – Communication</li> <li>• Rena Weiss - Math</li> </ul> </li> </ul>	<p>Katrina McElroy shared 2024 DE Summit poster/flyer. The flyer has link to the MC professional development webpage. She walked everyone through the schedule for the DE Summit. She shared that there are volunteer moderators for every session.</p> <p>Matt added, that there was representation of all departments in the meeting and asked everyone take back the information to their division and share the information.</p>	
<p><b>5. DEETAC (Distance Education &amp; Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano</b></p>	<p>Deb Brackley started with pointing out that the district accessibility specialist keeps coming up &amp; it doesn't quite get anywhere. It keeps getting tabled because there's an ongoing debate about a district accessibility specialist versus accessibility specialist at each campus.</p> <p>Shirley Ruiz added that herself &amp; two other colleagues submitted a proposal for this position because they felt accessibility needed more leadership. Each campus has an alternative media specialist which have a wealth of information about accessibility. But they are just one person at each campus. Which is what led them to developed a proposal for a position that will support each of the campuses when accessibility questions come up. The proposal was submitted, and reviewed &amp; taken to several VP's who provided input as to how to get the position potentially approved. As of right now it is said the position potentially could be district wide. But they're still looking at how to set up the proposal to get it approved. It does have some traction, but for now it is kind of tabled. Although Dan</p>	

Walker did mention that they will be in the accessibility capacity maturity model pilot that is being spearheaded through the community college accessibility center that will begin this fall. Each campus does need a VP spearheading the pilot. She is hopeful that through this pilot they will be able to understand where each of our campuses may be lacking in accessibility. And this will provide more support for the accessibility specialist position.

Deb added that one of the other big things that Dan Walker talked about was the fraud that is going on at our campuses, the district is on top of it. They are coming up with ideas on ways to train faculty on how to look for indicators and how to incorporate immediate RFI making and verifying that students are actual students from day one before disbursements go out for financial aid.

The other thing Deb wanted to touch on was the hypothesis pilot. Allie, an ITD at Ventura did a demo for the hypothesis pilot, which is a piece of software that Ventura College is already using. It is a tool for faculty to be able to allow students to pull up any PDF, video, text, and engage and ensure that the student is interacting. The faculty at VC love it. It's a way of ensuring that students are reading, and interacting with the text, video, or any other form of information being used. The hypothesis pilot is going to be one of the sessions during the DE Summit, and it was brought up during DTAC if only the VC campus would have it.

They thought of doing a session on it and now all three campuses have paid \$650 for a 6-month trial. It is strange timing but they wanted our campus to get on the pilot & once everyone goes to the DE Summit session and sees how great the tool is, we can get some feedback on if people love it. Katrina inquired how instructors would go about getting access to the hypothesis pilot. Tracie Bosket advised that anyone who went to the demo or the DE Summit, if they want it on their shell all they would have to email them and they would install it.

<p><b>6. DE Recertification Update– Jamee Maxey</b></p>	<p>Per Jamee, there was a work group that came out of Academic Senate to review the DE recertification course. That course was reviewed &amp; recommendations were made &amp; those recommendations were made. She is not sure where they are in regards to changes or updates based on those recommendations. The next cohort starts 3/4/24 and the final recommendation is going to senate on Tuesday 3/5/24. There is also talk about extension of the site level in regards to changing when the district requires us to be recertified. This has not been made public yet, but she is not sure if this has been totally agreed upon.</p> <p>Deb inquired how and what she would communicate to the cohort that is set to start on Monday that they will not be starting on Monday. Jamee recommended we be as transparent as possible and advise faculty that they have access to their shell. However, we are waiting for the final approval process based on that final approval process and will let them know if it is a full go or we're going to need to extend it. Also, depending on when it gets the seal of approval, would there be an extension or would it be shortened by the days it started after the original start date? Per Matt, this will remain on the table to address after senate makes their final decision.</p>	
<p><b>7. DE Committee Goals for adoption:</b></p> <p><b>2023-2024 Committee Goals for Adoption:</b></p> <p><b>1. Identify, develop, and support online learning initiatives with a focus on accessibility in addressing student equity, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>a. Provide support to Academic Senate in the approval of the DE recertification process (Charter Task 2 &amp; 4).</li> <li>b. Implement the VCCCD DE Summit in collaboration with VC and OC (Charter Task 2 &amp; 3).</li> <li>c. Improve campus resources pertaining to DE related tools and technology (Charter Task 1 &amp; 2). <ul style="list-style-type: none"> <li>i. DE Orientation for Students</li> <li>ii. DE Resource Room</li> </ul> </li> <li>d. Conduct annual review of campus-wide student success and equity data in distance education courses (Charter Task 1).</li> </ul> <p><b>2. Examine the number of degrees/awards that can be completed</b></p>	<p><b>1. changed to read “Identify, develop, and support online learning initiatives with a focus on accessibility in addressing student equity, including but not limited to:”</b></p> <p><b>2. Deb shared that she had some things to share about this. She created an excel spreadsheet that shows the breakdown of the number of online classes per degree, which has all change. The degrees have changed, the names of them changed, classes aren't offered the same every semester. She went into program mapper, pulled up every program certificate that we offer and started mapping out the percentage of online classes that students can take in the spring. This is not sustainable as a goal, because it's constantly changing, and it took hours to get as far as she got, and she only got to 60%. It was very labor intensive &amp; everchanging. She asked the committee if this goal makes sense</b></p>	

<p>through 50% or more online curriculum (Charter Task 1 &amp; 2).</p> <p><b>3. Support the campus recommendation for the Peer Online Course Review Badging (Charter Task 2 &amp; 4).</b>      Committee support (this is not part of the goal. It is measurement)      Ideal POQR courses reviewed by term (this is not part of goal. It is measurement)</p> <p><b>4. Implement scaling Quality to better serve online students (Charter Task 1 &amp; 2).</b></p> <p>a. Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).</p>	<p>to keep on here. Deb's mapping chart was provided for the group to review. (see attached)</p> <p>She clarified that she stopped her mapping project with degrees that can be earned 60% online as the original inquiry was how many degrees can be earned 50% or more online. The only bad thing is that it changes per semester. Jamee suggested we up the percentage to 90% or more online, focus on those, and tell those programs that if they adopt this, we can get to 100%. They agreed to keep at 90% to 100%.</p> <p>Jamee proposed they change goal # 2 to say: "Examine the number of degrees/awards that can be completed through <u>90%</u> or more online curriculum (Charter Task 1 &amp; 2)." Everyone agreed to the change. She added that next year we can evaluate what we can change to get them up to 100%.</p> <p><b>3. No changes or edits</b></p> <p><b>4. No changes or edits</b></p> <p><b>Motion to approve the changes: Johanna Pimentel</b>  <b>Seconded by: Diane Scrofano</b>  <b>Abstention: none</b></p>	
--	--	--

<p><b>8. Comments</b>  <b>AI usage workgroup Report-Jamee Maxey/Diane Scrofano</b></p>	<p>Per Jamee, they took the English department statements. Overall, the workgroup has identified that with AI it is going to be something that needs to be department specific based on the needs of each department. The recommendation from the group work was that, and to go back to your department to have a discussion. On what is going to be the best practices and expectations for AI. And this will get filtered as we will have to wait to see what administration will identify as the statement that is going to be placed in the</p>	
--	--	--

	student handbook. She encouraged everyone to take this back to their departments for discussion so that the voices are being heard from each of the departments and the divisions. And recommendations can be made appropriately for the AI usage.	
<b>9. Adjournment</b>	Motion to adjourn: Jamee Second to Adjourn: Anasheh	Adjournment time: 3:34 pm