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.

Distance Education Standing Committee
Agenda – September 27, 2023, 2:30 PM – 4:00 PM in CCCR

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs			**Arts, Media & Communications**	Anasheh Oliven	X
	Jamee Maxey	X		Kelsey Stuart	Online
English and Student Life	Diane Scrofano	X			
	Daniela Guevara	Online	**Dean**	Josepha Baca	
Access, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey	X	**Student Service Council**	Claudia Wilroy	
	Marcel Koressa	X	**Instructional Technologist/Designer**	Tracie Bosket (alt)	
	~~Sarah Martinson (alt)~~			Trudi Radtke	X
EATM, Life & Health Science			**ACCESS**	Shirley Ruiz	Online
			Acad. Senate President (non-voting)	Matthew Morgan	
			DE Coordinator (non-voting)	Becky Brister	X
Physical Science and Career Education	Esmaail Nikjeh	X	**POCR Coordinator** (non-voting)	Kelsey Stuart	
			ZTC Coordinator (non-voting)	Cindy Sheaks-McGowan- (sabbatical)	
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker		**Associated Students** (non-voting)	Jaycee Alipio	X
			GUESTS (non-voting)	Deb Brackley Jana Johnson Cynthia Minet (**Arts, Media & Communications**) Johanna Pimentel (**Business, Social and Behavioral Sciences, Child Development and Languages**)	
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center			Voting Members = 14		
			Quorum = 8		

DE Committee Meetings	Meeting Calendar Fall 23	~~8/23/23~~	9/27/23	10/25/23	11/22/23
4th Wednesday 2:30	Meeting Calendar Spring 24	1/24/24	2/28/24	3/27/24	4/24/24

AGENDA

Topic	Discussion/Comments	Action
1. Announcements & Public Comments (2:30-2:40pm) • Introducing Becky Brister as the new D.E. Coordinator • Verify membership		
2. Brown Act & Who Votes Today? (2:40-2:50pm) **Jamee Maxey** • Quorum must be reached among in-person attendees. • Guests and Non-Voting members may attend virtually (must use video & sound) • Vote to approve any emergency teleconferencing requests • Roll Call Votes on All Items	Quorum is determined by those who have been approved by academic senate. 50% of them need to be present to reach quorum. Quorum was reached.	Quorum was reached
3. Adoption of Agenda & Approval of Minutes (2:50-3:00pm) **Deb Brackley** • Adoption of 9/27/23 Agenda • Approval of 8/23/23 & 4/26/23 minutes	Minutes from April, 26th 2023 Motion to approve by Diane Scrofano Seconded by Jackie Kinsey Motion passed Minutes from August, 23rd 2023 Motion to approve by Esmaail Nikjeh Seconded by Trudi Radtke Motion passed Review of Agenda Anasheh Oliven requested correction of Adjournment from 4:30PM to 4:00PM Committee reviewed the agenda Motion to approve by Anasheh Oliven Seconded by Jackie Kinsey The agenda was adopted with the change in adjournment time in section 7 from 4:30PM to 4:00PM	Motion for all three passed
4. Meeting information • Vote on November meeting possible date change to 11/29/23	Distance Education committee meeting to be changed from November 22nd, 2023 to November 29th, 2023. Motion to approve by Jackie Kinsey Seconded by Trudi Radtke Motion passed	Motion passed
5. DE Summit	DE Summit will occur online on a flex day. Trudi Radtke expressed that a majority of work is expected to be completed in the fall and the final details to be completed in the spring. The workgroup will be online You do not have to be	DE committee to send out email to their respective Deans calling for possible

• Develop workgroup for summit	DE certified to be part of the work group. Professional development will be involved. Discussion occurred around involving students maybe as a part of the panel and providing extra credit as compensation. Involving student workers and tutors was highlighted. Comments were made about compensating or incentivizing tutors/students, and to include them as part of the DE workgroup. The DE Workgroup would determine appropriate compensation/incentive for the tutors/students work in the committee. Deb Brackley stated that if tutors are to be paid students should too. Jaycee Alipio stated that if they had the time, it is something they would attend. They also mentioned that an incentive could be priority registration. Jamee Maxey suggested using student tutors. To cover both the student and tutor categories. Three subgroups: Theme, Plan for call for proposal, logistics The DE Committee is to send out an email calling for volunteers for the DE summit. Trudi and Becky Bristler will draft the email. Deb stated to target specific faculty member who have an established a great online course. Trudi stated that the commitment would be bi-monthly meetings no more than 1hr, online. Meeting time to be determined. Work group: Marcel Koressa, Becky Brister, Cynthia Minet, Jamee Maxey, Deb Brackley, Kelsey Stuart	individuals who want to be involved

Topic	Discussion/Comments	Action
6. **DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates (3:20-3:30pm)** **Trudi Radtki** • Title V Updates: MC Implementation Plan For New Title V Updates • TurnItIn AI Detection – New Catalog AI Policy/Statement	There have been updates to accessibility in Ed Code. Moorpark is doing the accessibility academy and this course provides sufficient knowledge to both faculty and staff. There is also an accessibility matrix. Matt Calfin clarified the definition of what Title V is and consists of. Marcel Koressa requested for clarification between ACCESS and accessibility, and how involved ACCESS is in accessibility. The Moorpark catalog has been updated with an AI statement. Nothing has been decided at the district level. There is a subgroup at the district that will assist in creating a statement. Trudi Radtke advised to use Turnitin AI detections with caution. Diane Scrofano stated that the English department has been crafting a statement, they will finalize it in their next department meeting and will ask Academic Senate to look at it. Diane reiterated what is on the Moorpark College catalog. Esmaail Nikjeh and Jaycee Alipio had comments and a discussion about the capability of ChatGPT detecting their own work and the extent of its reliability.	
7. **Goals Progress (3:30-4:00pm)** **Jamee Maxey** • Review of last year's goals • Set new goals for 2023-2024 • D.E. Summit	Jamee Maxey stated the tasks of the committee which is listed on the participatory governance handbook. Jamee will meet with previous DE Coordinator Christy Douglass to understand if previous year's goals were met. Jamee reiterated previous year's goals and whether they were met or not was discussed. Refer to next page for goals and outcomes discussed. Trudi Radtke explained the online education student orientation course which onboards students onto canvas and provides them with resources available for online students Cynthia Minet requested for the online education student orientation course link. Trudi stated it hasn't been on major places like the portal, however, some material may need to be redone for larger distribution. Jaycee Alipio advised for the link to be sent to everyone not just online students. Jamee suggested to table the goals for next year.	Deb to find out the number of fully online degrees Trudi to send the Online education student orientation course to Cynthia.

| 8. **Comments:**

    • **Adjournment** | Kelsey Stuart provided a POCR update. The POCR group will be working on the Accessibility section.

Jamee Maxey commented about the DE certification/recertification and asked Trudi Radtke for further clarification.
The certification course and recertification course are the same. In the future the recertification course will be a stackable achievement approach.
Contract Faculty will be credited service hours for DE certification and recertification
Non-Contract Faculty will be compensated for 20hrs for certification and 10hrs for recertification.

A suggestion was made that faculty should be notified of the certification and recertification process prior to their need to certify.
Trudi suggested for the committee to make a recommendation for the DE factsheet to be posted on the DE website. | Add the DE factsheet as an action item for next meeting |

	Goal	Discussion

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)
	
	  b. Advancing Universal Design for Learning (Ed Master Plan: Strategic Direction 5, Goal D, Metric 3)
		Per Trudi goal was met

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)	Deb stated that she found data that stated that there were 22 fully online degrees that have been awarded. She is unaware of the current number but can speak to IE to get the data. Trudi stated that Michael Ashton and Cynthia Sheaks-McGowan did a lot of work on this and also enhanced the website to ensure students were aware of this.
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)	Per Trudi the goal was met

4.	Implement Scaling Quality to better serve online students. (CVC Consortium Agreement & Student Input, Ed Master Plan: Strategic Direction 1, Goal F, Metric 3).
	
	  a. Improve DE website student facing assets
	
	  b. Create and launch Student Support Service Hub
	
	  c. Implement Student DE Orientation Course
		Per Trudi all three goals were met.