

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. (1)
- Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College (2)
- Provide guidance on professional development activities related to distance education. (3)
- Monitor and document compliance with accreditation standards and state and national regulations. (4)

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 – November 29, 2023, 2:30 PM – 4:00 PM in A 108

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Matt Calfin	X	DE Coordinator (non-voting)	Becky Brister	X
	Jamee Maxey	X	POCR Coordinator (non-voting)	Kelsey Stuart	X
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	X
	Rena Weiss	X			
	ALT: Marcel Koressa		Acad. 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				
	Open:				
Arts, Media & Communications	Anasheh Oliven	X			
	Cynthia Minet				
	Alt: Kelsey Stuart				
	Alt: Becky Brister				
Student Service Council	Claudia Wilroy				
ACCESS	Shirley Ruiz	X			
	Open:				
Instructional Technologist/Designer	Trudi Radtke				
	Alt: Tracie Bosket	X			
Dean	Josepha Baca	X			
	Voting members				
	Quorum				

Agenda

T o p i c	Discussion/Comments	Action
1. Announcements & Public Comments - Jamee Maxey <ul style="list-style-type: none"> • Motion to start meeting. • Start recording the meeting 	Motion to start the meeting by: Jackie Kinsey Diane Scrofano seconded the meeting Recording started: 2:40 pm Announcements: Matt sought guidance from Participatory Governance and in this particular committee, a dean has to be the co-chair so he will be joining Jamee as co-chair and working with Deb in supporting our Distance Education program. Public Comments:	
2. Brown Act & Who Votes Today? - Jamee Maxey <ul style="list-style-type: none"> • Review of Brown Act: • Quorum met? Yes/No 	Quorum has been met. Everyone listed on the membership has been approved by Academic Senate.	
3. Adoption of Agenda & Approval of Minutes – Jamee Maxey <ul style="list-style-type: none"> • Review of Meeting Minutes 10/25/23: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion (if necessary): • Adoption of Consent Agenda 11/29/23: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion (if necessary): 	Minutes from 10/25/23 Motion to approve by Jackie Kinsey Seconded by: Johanna Pimentel No abstentions Motion outcome: Minutes for Oct. 25, 2023 were approved. Adoption of Agenda for 11/29/23 Motion to approve by: Diane Scrofano Seconded by: Jackie Kinsey Motion outcome: vote was not taken	
4. Charter Task enumeration: Jamee Maxey	Jamee requests that goals be enumerated. Johanna Pimentel motioned to number the goals and Diane seconded the motion. It was discussed that the order of the goals was not important in terms of numbering, a suggestion was made to list the goals with letters. Motion was made to replace numbering with lettering. A replaces 1, B replaces 2, C replaces 3, D replaces 4, and E replaces the 5 th goal. There is no valuation of order. Motion passes.	
5. DE Summit Update/Progress – Becky Brister <ul style="list-style-type: none"> a. Subcommittee Members. <ul style="list-style-type: none"> • 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 	Per Becky Brister call for proposals was sent out yesterday. Care, Connection, and Community is the theme of the summit. Track one is care which is demonstrating care for students in the classroom. Track two is connection which is engaging students in classroom culture and discussion. Track 3 is community which is creating a culture of fellowship and common goals in the online classroom. Proposals can be for individual presentations, panels, or workshops. There is one keynote speaker in the morning and they are securing a keynote for after lunch. Josepha Baca mentioned that professional development would be willing to pay for Mirko	

<ul style="list-style-type: none"> • Kelsey Stuart – Communication • Rena Weiss - Math 	<p>Chardin, author of Equity by Design, as a keynote speaker. Brian Burns will reach out to Becky. The group will be meeting with Dina for marketing and posters. Rena Weiss inquired if zoom synchronous classes were allowed and if so, she suggested having sessions regarding zoom synchronous classes. Jamee suggested sending out reminder emails for proposals. Becky hopes that people within the DE committee will contact people who might be interested in being a presenter. Matt added that the first division meeting of the semester would also be another way to promote the summit. He appreciates Becky's leadership and members involved in this subcommittee.</p>	
<p>5. DEETAC (Distance Education & Education Technology Advisory Committee) Updates – TBA</p>	<p>Shirley Ruiz and Diane Scrofano attend DEETAC meetings. Shirley will check her notes for information to share with the committee for the next meeting.</p>	
<p>6. DE Recertification Update– Jamee Maxey, Matt Calfin</p> <ul style="list-style-type: none"> • Comparison chart OTCC/TOCC with proposed revision <ul style="list-style-type: none"> a. Next cohort start date. • Review of faculty notification of recertification process. 	<p>Jamee reviewed the comparison chart which outlined the previous SLOs for OTCC, current SLO and assignments for TOC (Teaching Online Certification), and proposed SLOs and assignments for TOC re-certification. The proposed TOC Recert calls for 10 required assignments, total average hours would be 9.5 hours. The current contract language allows for 10 hours of compensation for adjunct instructors. Full time tenured instructors could utilize the same amount of time for service hours. Rena said it may be confusing because the TOC Recert proposed list or third column does not include the certification assignments which was included in the second/current column. The cohort in January will still operate with the current assignments as listed in the second column. Rena mentioned that some colleagues are spending a lot more time than expected on the course. There is a push to the district to issue a side letter to extend the deadline for recertification. Josepha suggesting bringing in another instructional technologist to assist with the certifications.</p> <p>Jamee motions to approve the TOC recertification proposal with the caveat that outcomes align with assignments. Rena Weiss seconds the motion. Motion passes. The proposal will be forwarded to Senate.</p>	
<p>7. 2022-2023 Goals Progress - Jamee Maxey 2022-2023 Committee Goals (Adopted 8/24/22)</p> <ol style="list-style-type: none"> 1. Identify, develop, and support online learning initiatives with a focus on addressing student equity, including but not limited to: 	<p>Jamee reviewed the 2022/2023 goals and also listed the outcomes.</p>	

a. Regular & Substantive Interaction (ACCJC)

Outcome: Committee recognizes the work of Christy Douglass and Trudi Radtke during the Summer and Fall 2022 providing RSI (regular and substantive interaction) 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.

- **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 POQR 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 (Online Teacher Training Certificate Course) SLOs to be used in creation of the revised OTTCC training course that will be offered in the 2023-2024 academic year.

- **Passed Unanimously 3/22/23**

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

- **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 Pielael 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. DE Recertification Process (Charter Task 2 & 4)**
 - a. Course vetting**
 - b. Faculty awareness of recertification needs**
 - c. Equivalency Rubric/Process**
- 2. DE Summit (Charter Task 3)**
- 3. DE Orientation for Students (Matt to follow-up)**

Jamee proposed themes in goal-oriented language:

1. Provide recommendations in the development of the DE recertification process.
2. Ensure professional development in DE by developing and providing faculty and student online teaching and learning support programs.
3. Review newly created DE student orientation to support student success.

Jaycee Alipio commented on the DE Student orientation. Trudi and Shandor created a DE online orientation for

<p>4. DE Committee will annually review campus -wide student success and equity data related to distance education (Charter Task 1)</p> <p>5. Provide a voice/insight to AI (Artificial Intelligence) initiative (campus/district)</p> <p>6. (2–3-year goal) Cohesive and succinct DE website/Canvas shell with resources (Charter Task 2 & 4) (Jamee to share Mira Costa example)</p> <p style="padding-left: 40px;">a. Development of DE language dictionary</p> <p>7. Other suggestions</p>	<p>students. Matt thought it would be helpful to review the outcome.</p> <p>4. Language of goal will not change.</p> <p>5. Provide an active voice to faculty, students, and administration regarding best practices for AI.</p> <p>Diane Scrofano commented that the English Dept. is discussing AI in their dept. Canvas shell. Their dept. chair is consolidating statements and ideas which will be shared with Senate and administrators. The Professional Development committee is looking into getting an AI speaker and the impact on education.</p> <p>Review and refine DE website to include resources.</p> <p>Mira Costa has a DE handbook that is seen as a best practice with new Title V policy in place.</p> <p>(At 1:12:07) Esmaail suggested solutions zoom synchronous but the sound is not clear. Jamee said he wants to add this as a goal but we needed to get clarification. After clarification, it can be something we can promote.</p> <p>Becky asked if POCR would remain a standing goal. Jamee will add last year's goal regarding POCR to this year's goals.</p>	
<p>8. Comments</p> <p><input type="checkbox"/></p>		
<p>9. Adjournment</p> <ul style="list-style-type: none"> • Motion to adjourn. <ul style="list-style-type: none"> a. Time: 	<p>Motion to end the meeting by: Anasheh Oliven Seconded by: Esmaail Nikjeh Meeting adjourned at: 3:53 pm</p>	

