

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.

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	x			
English & Student Life	Diane Scrofano	x	Instructional Technologist/Designer	Trudi Radtke	x (virtually)
	Daniela Guevara	x		Alt: Tracie Bosket	x (virtually)
ACCESS, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey	x	ACCESS	Shirley Ruiz	
	Marcel Koressa (alt)	x			
	Rena Weiss	x			
EATM, Life & Health Science	Jana Johnson		Acad. Senate President (non-voting)	Matthew Morgan	
Physical Science & Career Education	Esmaail Nikjeh	x	DE Coordinator (non-voting)	Becky Brister	x
Business, Social and Behavioral Sciences, Child Development and Languages	Johanna Pimentel		POCR Coordinator (non-voting)	Kelsey Stuart	x (virtually)
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center			ZTC Coordinator (non-voting)	Cindy Sheaks-McGowan	
Arts, Media & Communications	Anasheh Oliven	x	Associated Students (non-voting)	Jaycee Alipio	
	Cynthia Minet	x			
	Alt: Kelsey Stuart Alt: Becky Brister				
Dean	Josepha Baca	x	Guests (non-voting)		
	Deb Brackley	x			
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 <ul style="list-style-type: none"> • Motion to start meeting. • Start recording the meeting 	Motion to start the meeting by Rena Petrello No objections Josepha Baca made a public comment on VITA, where students can be trained or can have their taxes done for free. More information will be going out this week.	
2. Brown Act & Who Votes Today? - Jamee Maxey <ul style="list-style-type: none"> • 		
3. Adoption of Agenda & Approval of Minutes - Deb Brackley <ul style="list-style-type: none"> • Review of Meeting Minutes 9/27/23: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion: • Adoption of Consent Agenda 10/25/23: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion: 	Minutes from 09.27.23 Motion to approve by Anasheh Oliven Seconded by Diane Scrofano Abstained by Josepha Baca and Rena Petrello Motion passed Adoption of Agenda for 10.25.23 Motion to approve by Diane Scrofano Seconded by Josepha Baca Motion passed	
4. Meeting information - Jamee Maxey <ul style="list-style-type: none"> • Information from Senate: • Review of Side Letter (See attached) • Discussion (Go to item #7) 	Jamee Maxey read and explained the review of side letter. Trudi Radtke provided further clarification of the side letter and explained that a grace period (till summer 2024) is being provided for faculty to complete their recertification without penalty. Deb Brackley stated that the recertification SLO were brought to Academic Senate by Christy Douglass as a public comment. However, public comments were not recorded hence there is no record of it. Further Deb Brackley explained that currently faculty members are being notified of recertification requirements by their	

	<p>Dean and the respective Admin. However, Deb stated that she and Jamee Maxey would like to send an invitation to the faculty member prior to notification by the Dean. Rena Weiss and Josepha Baca provided ideas about how to communicate with faculty who need to be certified.</p> <p>Rena Weiss stated the portal could display a notice for recertification but questioned the feasibility.</p> <p>Esmaail Nikjeh expressed his observation of the recertification course.</p>	
<p>5. DE Summit – Trudi Radtke / Becky Brister</p> <p>a. Subcommittee Members have been identified.</p> <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 • Would anyone else like to join? 	<p>Not discussed</p>	
<p>6. DEETAC (Dist Ed & Ed Tech Advisory Committee) Updates –</p> <ul style="list-style-type: none"> • No updates (meeting 10/25) 	<p>Not discussed</p>	
<p>7. DE Recertification – Jamee Maxey, Deb Brackley, Trudi Radtke</p> <ul style="list-style-type: none"> • Background/Comparison chart OTCC/TOCC • When does next cohort start? How many? • Information regarding feedback of TOCC Course <p>a. Suggestions for revisions</p> <ol style="list-style-type: none"> i. Independent study/self-paced ii. Requirement vs. Optional identification iii. Adding DE committee and POCR members to take course for vetting. 	<p>Deb Brackley presented a document titled “OTCC and TOC Activities”</p> <ul style="list-style-type: none"> - 127 faculty needs to recertified - First cohort had 9 who completed. 4 are yet to complete. - The Learning Outcomes, TOC activities, relevancy to faculty and feedback were presented. <p>There was discussion regarding the recertification at other campuses and the status of their course.</p>	

iv. No delay in implementation

- **Development of faculty notice of recertification process.**
- **Motion for any adaptations of suggestions of above.**

Josepha Baca and Jamee Maxey reiterated the goal which is that academic senate has approved the SLOs, they will be given feedback from the pilot so they can approve the course.

Deb Brackley suggested for about 5 DE committee members to view the course (acting as an observer) and provide feedback. Becky Brister volunteered to view the course

Esmaail Nikjeh stated that he had a positive experience with the course. Cynthia Minet stated that the number of hours the course required was of concern. Jamee Maxey suggested making the course self-paced. Deb Brackley, Trudi Radtke and Tracie Bosket advised against self-pace due to the requirement of providing feedback in a timely manner, the learning curve of accessibility and the workload it puts on the ITDs.

Tracie Bosket and Trudi Radtke stated that the course was designed by ITDs many who are also faculty members. Jamee Maxey requested for this information to be able to present this at academic senate.

Discussion surrounding the number of hours it takes to complete the course, the accessibility component, monetary compensation and service hours occurred.

Josepha Baca stated the importance of faculty members in the group to come forward to the senate and speak to the course's effectiveness.

	<p>Anasheh Oliven informed the group that the recertification process is an equivalent to a course being through the POCR process. Deb Brackley informed the group that a course that has being badged via POCR certification is valid for 3 years.</p> <p>The ITD's to provide Jamee Maxey a list with how many faculty members took the course along with their respective departments.</p> <p>Jamee Maxey recommended that the table presented earlier have a third column with changes that will be made. She also requested that 2 or 3 assignments on the course to not have due dates. Trudi Radtke stated that there is no penalty for late work. Due dates are to help faculty pace themselves.</p> <p>Becky Brister stated the importance of learning accessibility and the significance of this course.</p>	
<p>8. 2022-2023 Goals Progress - Jamee Maxey</p> <p>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: <ol style="list-style-type: none"> a. Regular & Substantive Interaction (ACCJC) <p>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.</p> 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.

- **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 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 <ul style="list-style-type: none">•		
10. Adjournment <ul style="list-style-type: none">• Motion to adjourn.<ul style="list-style-type: none">a. Time:	Motion to end the meeting by Cynthia Minet Seconded by Anasheh Oliven Meeting adjourned at 3:58PM	

