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		**DE Coordinator** (non-voting)	Becky Brister	
	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		**Acad. Senate President** (non-voting)	Matthew Morgan	
EATM, Life & Health Science	Jana Johnson		**Guests (non-voting):**		
	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: Becky Brister				
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. **Announcements & Public Comments - Jamee Maxey** • **Motion to start meeting.** • **Start recording the meeting**	Motion to start the meeting by: Recording started: Announcements: Public Comments:	
2. **Brown Act & Who Votes Today? - Jamee Maxey** • **Review of Brown Act:** • **Quorum met? Yes/No**		

3. **Adoption of Agenda & Approval of Minutes – Jamee Maxey**
• **Review of Meeting Minutes 10/25/23:**
   a. **Motion to approve:**
   b. **Second Motion (if necessary):**
• **Adoption of Consent Agenda 11/29/23:**
   a. **Motion to approve:**
   b. **Second Motion (if necessary):**
	Minutes from 10/25/23
	Motion to approve by:
	Seconded by:
	Abstained by:
	Motion outcome:
	
	Adoption of Agenda for 11/29/23
	Motion to approve by:
	Seconded by:
	Motion outcome:	

4. **Charter Task enumeration: Jamee Maxey**		

5. **DE Summit Update/Progress – Becky Brister**
   a. **Subcommittee Members**.
      • 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
      • Kelsey Stuart – Communication
      • Rena Weiss - Math		

5. **DEETAC (Distance Education & Education Technology Advisory Committee) Updates – TBA**		
6. **DE Recertification Update– Jamee Maxey, Matt Calfin** • **Comparison chart OTCC/TOCC with proposed revision** a. **Next cohort start date.** • **Review of faculty notification of recertification process.**		
7. **2022-2023 Goals Progress - Jamee Maxey** 2022-2023 Committee Goals (Adopted 8/24/22) 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)**

   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 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 (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 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. **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)**

4. **DE Committee will annually review campus -wide student success and equity data related to distance education (Charter Task 1)**	
5. **Provide a voice/insight to AI (Artificial Intelligence) initiative (campus/district)**	
6. **(2–3-year goal) Cohesive and succinct DE website/Canvas shell with resources (Charter Task 2 & 4) (Jamee to share Mira Costa example)**	
a. **Development of DE language dictionary**	
7. **Other suggestions**	
8. **Comments** •	

9. **Adjournment**
   • **Motion to adjourn.**
      a. **Time:**
	Motion to end the meeting by:
	Seconded by:
	Meeting adjourned at: