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 – April 26, 2023
2:30 PM – 4:00 PM in CCCR

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Michael Ashton	X	**Arts, Media & Communications**	Anasheh Gharabighi	X
	Christy Douglass	X		Suzanne Fagan	
English and Student Life	Diane Scrofano	X		Becky Brister (alt)	
	Daniela Guevara	X	**Dean**	Josepha Baca	
Access, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey	X	**Student Service Council**	Claudia Wilroy	JC2
	Rena Weiss	X	**Instructional Technologist/Designer**	Tracie Bosket	
	TBA (alt)			Trudi Radtke (alt)	X
EATM, Life & Health Science	Jana Johnson		**ACCESS**	Shirley Ruiz	X
	~~Ashley Vaughan~~		**Acad. Senate President** (non-voting)	Erik Reese	
	TBA (alt)		**DE Coordinator** (non-voting)	Kelsey Stuart	X
Physical Science and Career Education	Esmaail Nikjeh		**POCR Coordinator** (non-voting)	TBA	
	TBA		**ZTC Coordinator** (non-voting)	Cindy Sheaks-McGowan	X
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker		**Associated Students** (non-voting)	Sage Tollefson	X
	Rex Edwards		**GUESTS** (non-voting) - Jamee Maxey - Tracie Bosket - Brian Herlocker		
	Ruth Bennington (alt)	Emergency Approved			
	Cindy Sheaks-McGowan (alt)	X			
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Kellie Porto-Garcia	X			
	~~Danita Redd~~		Voting Members = 19 Quorum = 10		

DE Committeee Meetings	**Meeting Calendar** Fall 22	~~08/24/22~~	~~09/28/22~~	~~10/25/22~~	~~11/16/22~~
4th Wednesday 2:30	**Meeting Calendar** Spring 23	~~1/25/23~~	~~2/22/23~~	~~3/22/23~~	4/26/23

Distance Education Standing Committee

AGENDA

Topic	Discussion/Comments	Action
1. **Announcements & Public Comments (2:30-2:40pm)** • Introducing Jamee Maxey as the incoming DE Faculty Co-Chair for 2023-2025!		
2. **Brown Act & Who Votes Today? (2:40-2:50pm) – Christy Douglass** • 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 teleconferenceing requests • Role Call Votes on All Items	Ruth Emergency Vote Motion to approve - Christy D., 2nd – Rena W.	Pass
3. **Adoption of Agenda & Approval of Minutes (2:50-3:00pm) – Michael Ashton** • Adoption of 4/26/23 Agenda • Approval of 3/22/23 Minutes	Motion to approve – Diane S., 2nd – Cindy S.	Pass
4. **DE Software Subscriptions (3:00-3:10) – Michael Ashton** • Labster, Cranium Café, NetTutor	• Michael discussed the status of DE software subscriptions for the upcoming academic year. • The rollover hours from last year will be utilized for NetTutor, so no subscription will be needed for this year. • The subscription for Labster will continue but not through the stack order format as done previously. • The subscription for Cranium Café will continue but only at the introductory module level, which provides the services needed at a lower cost. Motion to accept the recommendations presented - Christy D., 2nd - Trudi R.	Pass
5. **POCR Update (3:10-3:20) – Michael Ashton**	• Michael presented an update on POCR and the phases for its soft relaunch; o Phase 1: Prioritize the backlog of courses waiting to be reviewed and submit them to the Exchange this summer. o Phase 2: Address the next round of courses in the pipeline which are currently marked as Section D pending. o Phase 3: Next Spring, welcome new courses in the POCR process, most likely at a slower pace of 10 courses at a time. • With the new stipend structure, reviewers would be expected to do up to 3 reviews for a single project.	

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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	. • DEETAC is working to (1) determine whether the District should invest in AI detection and (2) update the language of plagiarism policies to account for AI written work. • Trudi provided an overview of the Title V updates and presented the deadline to complete the MC Implementation Plan this summer. • Suggested forming a subcommittee to take on the implementation of the Title V changes Motion to form a subcommittee to plan implementation of Title V updates - Christy D., 2nd - Rena W.	Pass
7. Goals Progress (3:30-4:30pm) – Christy Douglass • What progress has been made on your objectives since our last meeting? • Review Annual Report and make additions, corrections, etc. • Brainstorm next year's goals! (DE Summit, imcomplete goals, ACCJC RSI Feedback, District Accessibility Training, etc.)	• Tabled the discussion of goals progress, but DE committee members should email Christy with an update on the progress of their goals.	
8. Comments: • **Adjournment at 4:11 pm**		