

## 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 – August 23, 2023 2:30 PM – 4:00 PM in CCCR

Division/Position	Name	Present	Division/Position	Name	Present
<b>Co-Chairs</b>	Deb Brackley	✓	<b>Arts, Media &amp; Communications</b>	Anasheh Gharabighi	✓
	Jamee Maxey	✓		to be replaced by kelsey stuart ✓ Suzanne Fagan	✗
<b>English and Student Life</b>	Diane Scrofano	✓		<b>Dean</b>	Becky Brister (alt)
	Daniela Guevara	✓	Josepha Baca		✓
<b>Access, Kinesiology, Athletics, Library, Math, DE &amp; Tutoring and Learning</b>	Jackie Kinsey	✓	<b>Student Service Council</b>	Claudia Wilroy	✓
	Rena Weiss	✗	<b>Instructional Technologist/Designer</b>	Tracie Bosket	✗
	TBA (alt)			Trudi Radtke (alt)	✓
<b>EATM, Life &amp; Health Science</b>	Jana Johnson	✗	<b>ACCESS</b>	Shirley Ruiz	✓
	Ashley Vaughan	✗	<b>Acad. Senate President</b> (non-voting)	Matthew Morgan	✗
	TBA (alt)		<b>DE Coordinator</b> (non-voting)	TBA	
<b>Physical Science and Career Education</b>	Esmaail Nikjeh	✓	<b>POCR Coordinator</b> (non-voting)	Kelsey Stuart	✓
	TBA		<b>ZTC Coordinator</b> (non-voting)	Cindy Sheaks-McGowan-	Sabbatical
<b>Business, Social and Behavioral Sciences, Child Development and Languages</b>	Brian Herlocker	✓	<b>Associated Students</b> (non-voting)	TBA	
	Rex Edwards	✗	<b>GUESTS</b> (non-voting) - Melanie Weerasinghe		
	Ruth Bennington (alt)	Emergency Approved			
	Cindy Sheaks-McGowan (alt)	Sabbatical			
<b>A&amp;R, Counseling, Student Life and Support, EOPS, and Student Health Center</b>	Kellie Porto-Garcia	✗	Voting Members = 19 Q u o r u m = 10		
	Danita Redd	✗			

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

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### AGENDA

Topic	Discussion/Comments	Action
<b>1. Announcements &amp; Public Comments (2:30-2:35pm)</b> <ul style="list-style-type: none"> <li>• Introducing Deb Brackley as Interim Assistant Dean!</li> <li>• Verify Membership</li> </ul>		
<b>2. Brown Act &amp; Who Votes Today? (2:35-2:45pm) – Jamee Maxey</b> <ul style="list-style-type: none"> <li>• Quorum must be reached among in-person attendees</li> <li>• Guests and Non-Voting members may attend virtually (must use video &amp; sound)</li> <li>• Vote to approve any emergency teleconferencing requests</li> <li>• Roll Call Votes on All Items</li> </ul>	<p>There was no quorum hence, Jamee Maxey with consultation from Matt Calfin decided to discuss the agenda topics without voting.</p> <p>Jamee introduced herself to the committee as the new co-chair for DE and introduced Deb Brackley as the new Assistant Dean.</p> <p>Membership was verified.</p> <p>Jamee will submit the following changes to senate: Marcel Koressa is to take Rena Weiss's position and Kelsey Stuart is to take Suzanne Fagan's position. Claudia Wilroy will be resigning from her position and will notify the committee of her replacement. Trudi Radtke will serve as the Instructional Technologist/Designer while Tracie Bosket will be the alternate. Cindy Sheaks-McGowan is on sabbatical hence ZTC Coordinator is vacant.</p> <p>Jamee states that in order to meet quorum and to be a participatory governance committee, members must attend in person. There are two circumstances by which you can vote via zoom and Jamee will send a document out with information regarding this.</p>	
<b>3. Adoption of Agenda &amp; Approval of Minutes (2:45-2:50pm) – Deb Brackley</b> <ul style="list-style-type: none"> <li>• Adoption of 8/23/23 Agenda</li> <li>• Approval of 4/26/23 minutes</li> </ul>	<p>There are errors on the agenda (names misspelt). They will be corrected.</p> <p>Minutes and Agenda will be voted on when quorum is met</p>	
<b>4. Meeting information (2:50-2:55pm)- Deb Brackley</b> <ul style="list-style-type: none"> <li>• November meeting?</li> </ul>	<p>Unable to vote</p> <p>However, Deb expressed concern for the November meeting date. Suggested dates are November 29<sup>th</sup> or December 6<sup>th</sup> and this is to be voted on in the next meeting.</p>	
<b>5. DE Summit (2:55-3:05pm)- Trudi Radtke</b> <ul style="list-style-type: none"> <li>• March 7, 2024 hosted at MC</li> <li>• Overview</li> <li>• Collaboration with OC, VC, and MC</li> <li>• Workgroup creation-biweekly meetings</li> </ul>	<p>Error on date for DE Summit (March 7 2024 not 2023)</p> <p>Trudi Radtke stated that a possible theme could be "Take a breath". We will be involving sister schools and receiving input from them.</p> <p>Trudi would like to put a work group together which would be meeting biweekly. It would be voted for on in the next meeting. The hope is for the summit to be fully online.</p>	

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<p><b>6. Recertification update (3:05-3:15pm)- Trudi Radtke</b></p> <ul style="list-style-type: none"> <li>• Progress</li> <li>• Overview of course</li> </ul>	<p>Trudi presented the recert plan to Deans Council and has spoken to the other two colleges.  Trudi stated that other school's recertifications will be considered for equivalency.  The first recert cohort is September 18<sup>th</sup>.  Faculty is allowed 5 weeks to complete the course however, it can be completed sooner if needed.  Trudi presented a presentation with a project timeline, the priorities, and Q&amp;A. They emphasized the difference between certification and recertification and the difference between the new and old courses.  It was agreed that faculty should be informed with prior notice that they will be up for recertification so they are able to plan ahead.</p>	
<p><b>7. "Ready Go" tool (3:15-3:20pm) – Trudi Radtke</b></p> <ul style="list-style-type: none"> <li>• Overview and capabilities</li> <li>• Timeline</li> </ul>	<p>Skipped</p>	
<p><b>8. Upcoming Accessibility opportunities (3:20-3:30pm)- Trudi Radtke and Shirley Ruiz</b></p>	<p>The first workshop was done during the first Professional Development. It is a series of 6, and the next will be conducted in September. If all flex sessions are attended a certificate will be provided, an alternative to not attending online is to watch the session later and complete the training. Recordings can be found in the <a href="#">MC Faculty hub</a>. Trudi reminded everyone of the legislature that was introduced requiring all course content to be accessible.</p>	
<p><b>9. Professional Development Opportunities (3:30-3:40pm)- Trudi Radtke</b></p> <ul style="list-style-type: none"> <li>• Moorpark Faculty Hub</li> <li>• Accessibility Academy</li> <li>• AI Academy</li> <li>• UDL Academy</li> </ul>	<p>Every flex day each academy will have a session and all academies will provide a certificate if completed.</p>	
<p><b>10. POCR update (3:40-3:45pm)- Deb Brackley</b></p> <ul style="list-style-type: none"> <li>• Phase 1: Summer 2023- 10 courses went through POCR Process, still need to be "badged"</li> </ul>	<p>Kelsey Stuart stated that they worked with 5 reviewers and completed 10 courses over the summer. They are looking for faculty to work in Fall 2023. The team was able to streamline the process and consolidate the POCR process. Currently there are about 15-20 POCR reviewers who have been through the training. Kelsey was unsure of what the requirements for reviewers are, however, announcements will be sent out with information. Jamee suggested for announcements to be on our DE webpage. Trudi suggested adding the information onto the faculty hub.</p>	
<p><b>11. DEETAC updates (3:45-3:50pm) – Trudi Radtke</b></p> <ul style="list-style-type: none"> <li>• AI Syllabus statements</li> <li>• DE student facing definition</li> <li>• LTI- Learning Tool Interoperability</li> </ul>	<p>Per Trudi DEETAC has still not met and MC will be chairing the committee.  When the committee meets, they hope to discuss the AI syllabus statement and policy surrounding AI.  DE student facing definition: The committee also hopes to create standardized names and direct, simple information to avoid confusion.  LTI: There is now a formal process in place. Utilizing a tool in class now requires a 6-week long process. You fill out a form and request it, it then will be checked by the cyber security</p>	

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	<p>team, the Accessibility team and ITDs. There is a list of already approved tools. The list can be found by a google search.</p> <p>Deb stated that our campuses across the district need to prioritize the AI Syllabus statement and DE Student facing definitions in order to avoid confusion for students.</p> <p>Diane Scrofano informed the team how the English department is going about the AI syllabus statement and the struggles the department is facing with AI.</p>	
<p><b>12. Goals Progress (3:50-4:00pm) - Jamee Maxey</b></p> <ul style="list-style-type: none"><li>• Review last year's goals</li><li>• Set new goals</li><li>• DE Summit</li></ul>	<p>Jamee will have a document for the next meeting regarding the previous year's goals and the committee will discuss next year's goals.</p> <p>Jamee stated that members who attended the OTC will be invited to provide reviews about what was learned.</p> <p>Jamee would like to transition to board docs and would like to vote on it next meeting.</p> <p>Deb stated that the department is looking for a DE Coordinator and that the announcement will go out soon.</p>	
<p><b>13. Comments</b></p> <ul style="list-style-type: none"><li>• Adjournment</li></ul>		