

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:

1. Review and evaluate campus-wide student success and equity data related to distance education.
2. Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College.
3. Provide guidance on professional development activities related to distance education.
4. Monitor and document compliance with accreditation standards and state and national regulations.

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 – April 24, 2024, 2:30 PM – 4:00 PM Location CCCR

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Matt Calfin	x	DE Coordinator (non-voting)	Katrina McElroy	
	Jamee Maxey	zoom	POCR Coordinator (non-voting)	Kelsey Stuart	
English & Student Life	Diane Scrofano	x	ZTC Coordinator (non-voting)	Cindy Sheaks-McGowan	
	Daniela Guevara		Assistant Dean (non-voting)	Deb Brackley	x
ACCESS, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey	x	Associated Students (non-voting)	Jaycee Alipio	
	Rena Weiss	x			
	ALT: Marcel Koressa		Academic Senate President (non-voting)	Matthew Morgan	
EATM, Life & Health Science	Jana Johnson		Guests (non-voting):	Beth Gillis – AFT Rep	x
	Open:			Shandor Batoczki	x
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	x			
	Open:				
Arts, Media & Communications	Anasheh Oliven				
	Cynthia Minet				
	Alt: Kelsey Stuart				
	Alt:				
Student Service Council	Claudia Wilroy				
ACCESS	Shirley Ruiz	x			
	Open:				
Instructional Technologist/Designer	Trudi Radtke	x			
	Alt: Tracie Bosket	zoom			
Dean	Josepha Baca				
	Voting members				
	Quorum	yes			

Agenda

Topic	Discussion/Comments	Action
1. Roll Call, Announcements & Public Comments - Jamee Maxey <ul style="list-style-type: none"> • Motion to start meeting. • Start recording of the meeting • Announcements/Public Comments 	Motion to start the meeting by: Second by: Time Started/Recorded: 2:39 pm Announcements/Public Comments: Beth Gillis reminded everyone about the upcoming study-a-thon May 7 th -8 th .	
2. Brown Act & Who Votes Today? - Jamee Maxey <ul style="list-style-type: none"> • Review of Brown Act: • Quorum met? Yes 		
3. Approval of Minutes and Adoption of Agenda – Jamee Maxey <ul style="list-style-type: none"> • Review of Meeting Minutes 3/27/24: • Adoption of Consent Agenda 4/24/24: <ul style="list-style-type: none"> a. Motion to approve: b. Second Motion (if necessary): 	Minutes from 2/28/24 & 3/27/24 motion to approve: Diane Scrofano for amended 2/28/24 minutes Jackie Kinsey for amended 3/27/24 minutes Seconded by: Johanna Pimentel for amended 2/28/24 minutes Esmaail Nikjeh for amended 3/27/24 minutes Abstention: none Motion outcome: 2/28/24 approved amended minutes Adoption of Agenda for 4/24/24 Motion to approve by: Jackie Kinsey Seconded by: Rena Weiss Motion outcome: approved	2/28/24 minutes: Deb advised we needed to correct “Dan Walker” to “Dan Watkins.” Diane Scrofano pointed out in agenda item #8 there was a letter “b” on its own that needed to be corrected to “be”. 3/27/24 minutes: Deb wanted to clarify what was being referred to under number 6. Sentence #4 where it refers to nice to knows, what does that mean? Jamee clarified that that they’re items that would be nice to know. Deb suggested maybe we add quotes as “nice-to-knows”. Jamee agrees. Diane pointed out under #5 the letter h in hypothesis needed to be capitalized as it is the name of a program. Deb pointed out under #6 on the last sentence “CBCO” should be changed to “CVC”.

4. DEETAC (Distance Education & Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano/ or designee

Deb advised that the accessibility piece has been going on and on through the whole year without much movement. They are waiting on the accessibility maturity model to be done. This will determine where we go with either district and or college specific accessibility specialists. Matt advised Shirley & him attended a conference where they learned more about it. Shirley advised there is a kick-off in August where she believes there is an accessibility team from the chancellor's office who will be coming to do a visit and a short presentation. In the presentation they're going to go through the model of assessing where we're at accessibility wise. After the kickoff, they're going to spend time at each campus location to conduct an assessment. At the end of the assessment, we should have a comprehensive review of where we are accessibility wise, and recommendations will be made to guide us towards the maturity model, to where we're hitting all the milestones. This is going to be a two and a half day event in August, 27th-29th. Esmaail inquired how would they evaluate the accessibility on campus? Shirley advised that there is a model with 87 goal points. They will be inviting key people from each campus to the presentation. The key people will ask to evaluate certain processes and things within the campus. There will also be an accessibility training. She is not sure who the key people are that will be invited to the presentation, but the dates have been set. She also added that they mentioned that they are following a similar model to the office of civil rights. So, if a person wanted to file a complaint with the office of civil rights, the office of civil rights would go through a similar process. Before we get to that point, the accessibility maturity model is going to help us know where we are at, where our shortcomings & gaps are, and the things we need to do in order to get to get closer to ensuring full accessibility. Rena added, since this was being brought up in the DE Committee Meeting that she assumes they would also be evaluating our online accessibility. Shirley confirmed they would be evaluating sections 504 & 508; both student facing and outward facing. Diane added that on 12/6/24 there will be a zoom cloud cleanup. Anything saved in the zoom cloud before 12/6/23 will be deleted. She also added that on July 20th new features will come on canvas discussion boards. Deb added that there was one more thing that has been coming up almost every month at DEETAC. Which is regarding an AI Bot problem. It has been an ongoing conversation. It seems that financial aid and A&R have been tasked

	<p>with trying to figure out and catch these bots. But since they are getting so advanced, there has been talks about what faculty can do. They have been looking at other colleges and their procedures on how to identify these bots. They also talked about forming a workgroup to come up with a faculty help page. However, the district does not want to put this pressure on the faculty who are already busy teaching. She thinks this would be more of a tool to help faculty recognize or identify bots in the class. It seems like it's an ongoing problem across the state & probably the country. So far, no solutions, but just trying to come up with ways to support faculty. Deb also mentioned there is a comprehensive tutoring program (nimbus) that she has been trying to implement for years. But because of IT's constraints she would have had to convince the other two colleges to get on board, and they were not, they wanted to stay with academia. Unless all colleges are onboard the district will not be taking on an additional project for integration. Jamee inquired if the email that is being sent out to notify every one of the zoom cloud deletions can include instructions on how items can be downloaded before they are deleted. Tracy added that they are working on adding those tutorials to the email.</p>	
<p>5. DE Orientation for Students (G1.c.i) -Matt Calfin & Shandor Batoczki</p>	<p>Matt advised they would be going over how we improve campus resources pertaining to tools and technology and DE orientation for students. He introduced Shandor who will be going over this goal. Shandor shared a power point with the committee going over the Online Student Support Desk & Equipment Lending Program. He went over their service hours & days. He also added that the lending program has the following equipment available to lend to students: 200 dell laptops, 80 mobile hotspots, headphones, chromebooks, and tablets. Students can place a hold on the equipment via the library catalog or they can call the library as well. The DE Canvas Student Orientation is something any student can register into it. There is a link they can go into to register. Also, when a student enrolls in any DE course, they get an email from the registrar, with the registration information. They go over a couple of things during the orientation, some of the items include how to submit a discussion post, how to submit a quiz, how to respond to discussion posts, and more. They also provide tips and etiquette on how to be an online student vs. in-class student. Trudi & him have been working on this together for some time. Once the</p>	

student completes all of the modules in the canvas student orientation, they receive a certificate letting them know they are proficient in canvas. The best thing is that they can remain enrolled in the course and go back to review the material if they need a refresher. Shandor added that him & Trudi are both moderators for the canvas shell, so if any students want to reach out with questions, they can reach out to either one of them. As of now, they have about 100 students in the course, with about 60% who have completed the course. Trudi & him will be working on revamping some things on canvas, and if the faculty know of any issues that students are experiencing on canvas, they can bring them up to them to work on. Jamee inquired what the course completion data was on the students that were sent the registration email. Trudi advised that the issue with this is that this orientation is not a requirement, it is something that the students have to do voluntarily. They are hoping that this can be integrated into the actual orientation process. They have talked to some folks in counseling about this. Jamee added that that was the reason she asked this question, what is the amount of those who enroll vs. those that were sent the email to enroll. Is there something that we can do to change this volume. She also asked if there's something that we can add in the course catalog, under the description that says something like "DE orientation is highly recommended for this course". Trudi advised that that this was brought up to IT, but it is a manpower issue. Hence why there is the idea of revamping the whole orientation process. Because unless things are mandatory it is hard to get students to do it. Shirley inquired for the students that are taking online classes, could the link to the online orientation course be embedded in that class and although the orientation course is not mandatory, maybe the instructor can say something like "hey, if you have never taken an online class, or you want a refresher, click this link to register for the online orientation course and you get 2 extra credit points." Trudi advised that this is something they would really like to see & it is a really good idea. However, this would require some IT assistance to add it to the course templates. Ultimately, they would like to see it become a mandatory part of orientation. And this is the only way we are going to see the numbers jump as there is no incentive for the students to do it now. Diane added that she has the link to enroll in the online

	<p>orientation course on her class. Esmaail inquired on average how long would it take a student to complete the orientation course. Trudi confirmed that it would take about 90 min to complete. The average time it has taken student is about 45 min., it is very brief. On the front page of the implementation module, it states that the module takes an average of 60-90 min to complete. Jamee added that this is something we can add to our goals for next year, everyone agreed that this would be a great goal to have & the year time frame would be good time to track the changes.</p>	
<p>6. DE Resource Room (G1.c. ii) -Deb Brackley</p>	<p>Deb advised that the awarded money was used to build a resource room for faculty to be able to come in and video lecture with a smart board that will be placed in there. They are in the process of getting an updated quote and they are hoping the room will be ready to be utilized for Fall 24 Semester.</p>	
<p>7. Equity data on Online Courses (G1.d) – Deb Brackley</p>	<p>Deb shared a chart with the committee that gave an overview of the online course success rates. The charts starts with Fall 2021, all the way up to Fall 2023. She is still working on Spring 2024. At the top you can see asynchronous versus the synchronous success rates and a total at the bottom. And the most important piece on here is the asynchronous delivery by ethnicity, and then below that, synchronous delivery by ethnicity. From the numbers on the chart, it looks like we have some gaps in our asynchronous delivery with our African-American & Hispanic populations and we have some work to do with our DI population. The DSPS DE success rates were pretty high which was good news. She also breaks down the data per gender. She will be sharing this chart with the committee to review. Matt added that a goal we can add for next year's committee to look at would be what the numbers say as we dig deeper. And what are some recommended strategies we can implement. And why is the synchronous delivery more successful. One thing that Deb wanted to add was that we need to keep in mind that because of the AI bots, the data could be skewed.</p>	
<p>8. POCR Update (G3) - Kelsey Stuart</p>	<p>Kelsey shared a 10 min youtube video on POCR update. The feedback for the program has been very positive, 36 courses have been reviewed between SM23 & SP24. Over a doz. Advanced POCR reviewers who have aligned courses and many more requesting to join. And there is also a high interest from faculty to have their courses reviewed by peers and badged at the state level. She went over the strategies, strategy</p>	<p>Jamee made a motion to extend the meeting for 5 min. Everyone approved.</p>

	<p>1, which was implemented in the summer, ownership to faculty reviewers by enhancing the impact of the first review session. Strategy 2, is crafting deadlines for second review edits, faculty meetings, and final review sessions. Strategy 3 is a clear communication outlets, feasible deadlines, attainable goals, and measurable outcomes to ensure timely compensation. She also went over the timeline, that showed 10 courses were put through the POQR process & badged for Summer 2023. In fall 2023, 16 courses, and in Spring 2024 10 courses. In summer 2024, they will be reorganizing & getting ready to launch for fall 2024. The objective for the summer 2024 will be to craft a welcoming POQR hoe for faculty in a canvas shell that will lead them through the POQR process. Jamee, asked if we can get a list of all the certified POQR reviewers to include in the minutes.</p>	
<p>9. OTC 2024 – 10 participants from MC</p>	<p>Matt advised we have 6 different disciplines that will be attending the Online Teaching Conference. Theater arts, accounting, child development, physics, astronomy, librarians, nursing as well as a couple of classified representatives. It'd be great, whoever is, going to be co-chairing this meeting in the fall to invite them to come in and talk about what they learned from the committee and maybe do a flex activity.</p> <p>We were able to accomplish all of our goals this year.</p>	

<p>10. DE Committee Goals:</p> <p>2023-2024 Committee Goals for Evaluation:</p> <p>1. Identify, develop, and support online learning initiatives with a focus accessibility on addressing student equity, including but not limited to:</p> <ul style="list-style-type: none"> a. Provide support to Academic Senate in the approval of the DE recertification process (Charter Task 2 & 4). b. Implement the VCCCD DE Summit in collaboration with VC and OC (Charter Task 2 & 3). c. Improve campus resources pertaining to DE related tools and technology (Charter Task 1 & 2). <ul style="list-style-type: none"> i. DE Orientation for Students ii. DE Resource Room d. Conduct annual review of campus-wide student success and equity data in distance education courses (Charter Task 1). <p>2. Examine the number of degrees/awards that can be completed through 90% or more online curriculum (Charter Task 1 & 2).</p> <p>3. Support the campus recommendation for the Peer Online Course Review Badging (Charter Task 2 & 4).</p> <ul style="list-style-type: none"> • Committee support (this is not part of the goal. It is measurement) • What is “Ideal POCR courses reviewed by term/calendar year”? <p>4. Implement scaling Quality to better serve online students (Charter Task 1 & 2).</p> <ul style="list-style-type: none"> a. Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI). 	<ul style="list-style-type: none"> 1. <ul style="list-style-type: none"> a. Side Letter (see attached) and MC Academic Senate Meeting Minutes 3/19/2024) b. Completed 3/7/2024 Attached Summary c. <ul style="list-style-type: none"> i. Orientation for students Overview, Agenda item 5, DE Committee 3/24/24 ii. Agenda item 6, DE Committee 3/24/24 d. Update: 2. See DE Committee Meeting Minutes 2/28/24 with Attachment 3. Agenda item 8, DE Committee 3/24/24. POCR Update from Kelsey Stuart. 4. AI Update from Senate Subcommittee (3/19/2024 MC Academic Senate Minutes) 	
<p>11. Comments</p>		

12. Adjournment

Motion to adjourn
Second to Adjourn

Adjournment time: 4:04 pm

