

**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.

<b>DE Committee Meetings</b>	<b>Meeting calendar Fall 2023</b>	08/23/23	09/27/23	10/25/23	11/29/23
<b>4th Wednesday 2:30PM</b>	<b>Meeting calendar Spring 2024</b>	01/24/24	02/28/24	03/27/24	04/24/24

**Minutes – March 27, 2024, 2:30 PM – 4:00 PM Location CCCR**

<b>Division/Position</b>	<b>Name</b>	<b>Present</b>	<b>Division/Position</b>	<b>Name</b>	<b>Present</b>
<b>Co-chairs</b>	Matt Calfin	x	<b>DE Coordinator</b> (non-voting)	Katrina McElroy	
	Jamee Maxey	x	<b>POCR Coordinator</b> (non-voting)	Kelsey Stuart	
<b>English &amp; Student Life</b>	Diane Scrofano	zoom	<b>ZTC Coordinator</b> (non-voting)	Cindy Sheaks-McGowan	
	Daniela Guevara	x	<b>Assistant Dean</b> (non-voting)	Deb Brackley	
<b>ACCESS, Kinesiology, Athletics, Library, Math, DE &amp; Tutoring and Learning</b>	Jackie Kinsey	x	<b>Associated Students</b> (non-voting)	Jaycee Alipio	
	Rena Weiss	x			
	ALT: Marcel Koressa		<b>Academic Senate President</b> (non-voting)	Matthew Morgan	
<b>EATM, Life &amp; Health Science</b>	Jana Johnson		<b>Guests (non-voting):</b>	Beth Gillis – AFT Rep	x
	<b>Open:</b>				
<b>Physical Science &amp; Career Education</b>	Esmaail Nikjeh	x			
	<b>Open:</b>				
<b>Business, Social and Behavioral Sciences, Child Development and Languages</b>	Johanna Pimentel				
	<b>Open:</b>				
<b>A&amp;R, Counseling, Student Life and Support, EOPS, and Student Health Center</b>	Nicholas McLouth	x			
	<b>Open:</b>				
<b>Arts, Media &amp; Communications</b>	Anasheh Oliven	x			
	Cynthia Minet	zoom			
	Alt: Kelsey Stuart	zoom			
	Alt:				
<b>Student Service Council</b>	Claudia Wilroy				
<b>ACCESS</b>	Shirley Ruiz	x			
	<b>Open:</b>				
<b>Instructional Technologist/Designer</b>	Trudi Radtke	zoom			
	Alt: Tracie Bosket	zoom			
<b>Dean</b>	Josepha Baca	x			
	<b>Voting members</b>				
	<b>Quorum</b>				

**Minutes**

Topic	Discussion/Comments	Action
<p><b>1. Roll Call, Announcements &amp; Public Comments - Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Motion to start meeting.</b></li> <li>• <b>Start recording of the meeting</b></li> <li>• <b>Announcements/Public Comments</b></li> </ul>	<p>Motion to start the meeting by:                      Second by:                      Time Started/Recorded: 2:38 pm                      Announcements/Public Comments:                      Johanna Pimentel announced that April 13<sup>th</sup> is discovery day with the child development center. Anasheh Oliven shared that Vida is still preparing taxes. Income of \$60,000 or less, can help get your taxes prepared for free. Emails have been circulating with this information, but if there are questions, contact Anasheh. Also, 4/19/24 there is an ethnic study support forum. Multicultural day is April 9<sup>th</sup>, and it is an alternate day of instruction. Jamee Maxey added that she noticed there were a lot of high-flex opportunities so that the students that are online can attend virtually.</p>	
<p><b>2. Brown Act &amp; Who Votes Today? - Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Brown Act:</b></li> <li>• <b>Quorum met? No</b></li> </ul>		
<p><b>3. Approval of Minutes and Adoption of Agenda – Jamee Maxey</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Meeting Minutes 2/28/24:</b></li> <li>• <b>Adoption of Consent Agenda 3/27/24:</b> <ul style="list-style-type: none"> <li>a. <b>Motion to approve:</b></li> <li>b. <b>Second Motion (if necessary):</b></li> </ul> </li> </ul>	<p>Minutes from 2/28/24 motion to approve:                      Seconded by:                      Abstention:                      Motion outcome:                       Quorum was not met, review &amp; voting will take place at next month's meeting                       Adoption of Agenda for 3/27/24                      Motion to approve by:                      Seconded by:                      Motion outcome:                       Per Jamee, the agenda for this meeting is informational &amp; there is nothing to vote on.</p>	
<p><b>4. DE Summit Update/Summary – Deb Brackley/Katrina McElroy or designee</b></p>	<p>Trudi shared update on DE Summit on behalf of Katrina. They shared a document with the recap &amp; survey results of the 3/7/24 DE Summit. This was also shared with the District Office DE Committee, DEETAC. There were high numbers of attendees for each session, great turnout. Total attendance across all sessions was approximately 800 attendees. 54% were from MC, about 35% Ventura, and about 10% were from Oxnard. There were 318 unique attendees and they received about 145 survey results. The survey results were positive, people really appreciated the diversity of the sessions. There was a lot of love for</p>	

	<p>the math equals connection session, and embracing neurodiversity. People really liked the student panel and the keynote speakers as well. After the DE summit they sat down to go over the snafus they ran into and suggestions they had to make things better. They will be sharing this information with our sister colleges so when it is their turn to host the DE Summit, they can take some ideas or learn from our mistakes. The recordings for the DE Summit are all available on the DE Summit webpage.</p>	
<p><b>5. DEETAC (Distance Education &amp; Education Technology Advisory Committee) Updates – Deb Brackley/Diane Scrofano/ or designee</b></p>	<p>Deb Brackley was out &amp; Diane Scrofano joined the meeting via zoom. She advised that they discussed the side letter briefly at DEETAC. They also discussed a pilot hypothesis tool for social annotations on canvas that is now districtwide. There was a session on this using social annotations during the DE Summit that was called unquizzing. The pilot will run from March 1<sup>st</sup> through September.</p>	

6. DE Recertification Update– Jamee Maxey

- Side Letter
- Academic Senate Approval of Curriculum
- Information to Departments

Jamee shared the recertification side letter with the group. She had mentioned in the last meeting that there was a side letter that she had heard of in the past but had not seen the original document for the second side lender for DE recertification. The recertification course was approved by Academic Senate at the last academic senate which was last Tuesday (3/19/23). The overall arching goal for that was to segregate the absolutes regarding the course content from the nice to knows which was done. She is also hopeful that it can make it within the 10 hrs. that the CBA condition bargaining says. She encouraged everyone to go back to their departments & express how important it is to get their recertification done sooner rather than later. We have until August of 2025 to get the recertification done for those who are on the docket for the recertification process. Per Tracie there are a little over 500 faculty that still need to be recertified. Trudi clarified that the number was high because there were faculty that received a recertification extension due to the pandemic. So those faculty plus the new batch coming in, is what is totaling the 500+. Josepha inquired if there is a way to get a list of faculty pending recertification for each division. Tracie, advised she created a spreadsheet for each division indicating who needed to be certified by 2025. Tracie will be emailing the list.

Jamee added that yes, they have to be recertified, but they can opt to utilize a recertification from another course or district. If that process is approved, this would account for recertification. If it gets rejected there is a grievance policy now in place where it can go through selected members who have been POOCR certified or previously certified to review that decision and accept the nullification or reject it. Trudi added clarification on the equivalency process. Although there is the potential of a process, it is still under review and has not been approved. As of now we are not accepting equivalency for anything. It has been done in the past, but we don't have an approved equivalency process anymore. The process has to be approved in order for there to be an avenue to petition for equivalency. Trudi does not recommend that we advertise this as an option until we have an approved equivalency process in place. Anasheh asked a clarifying question. She advised that on the side letter

is stated that if you enrolled in the POCR at one training course which is 40 hrs., that it would count for recertification. Trudi clarified that there was a phrasing mistake on the side letter. The course has to be a **POCR badged course** in order to count for recertification. This phrasing mistake has been brought up to Deb & John so there is a communique from their office to clarify for anyone who may be confused by this phrasing mistake. Josepha inquired if John advised if he was going to approach the union to bring this up for clarification? Trudi advised they were not sure what the process would be to address this phrasing mistake, it is a conversation that has started with Deb already & it is in limbo due to time. Matt added that he would communicate this to John to move this forward in Deb's absence. He asked for the recertification list so that he can share with the rest of the deans and they can work & communicate this information for each division. He added that it looks like there are 3 ways to get recertified. 1. Take the new recertification course, capacity has been increased 2. Faculty who have a **POCR badged** course. And 3., equivalency. It looks like there is language in the contract indicating Equivalency Committee will be gathering in the fall to work on this, if not sooner. Tracie added that faculty might ask why they used to get the recertification through external training. And the answer is that yes, this was being done in the past informally & only for MC campus. However now the recertification process has evolved to be formal and districtwide equivalency. Cynthia Minet inquired where to find the POCR badged course. Kelsey advised that you would go through our local POCR process. And those courses are available on the CBCO Exchange website. Matt clarified that you would only have to do one course through the POCR badged process for it to count for recertification.

**7. DE Committee Goals:**

**2023-2024 Committee Goals for Evaluation:**

- 1. Identify, develop, and support online learning initiatives with a focus accessibility on addressing student equity, including but not limited to:**
  - 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).**
    - 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).**
- 2. Examine the number of degrees/awards that can be completed through 90% or more online curriculum (Charter Task 1 & 2).**
- 3. Support the campus recommendation for the Peer Online Course Review Badging (Charter Task 2 & 4).**

**Committee support (this is not part of the goal. It is measurement)**

**Ideal POCR courses reviewed by term (this is not part of goal. It is measurement)**
- 4. Implement scaling Quality to better serve online students (Charter Task 1 & 2).**
  - a. Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).**

**7.**

1. Identify, develop, and support online learning initiatives with a focus accessibility on addressing student equity, including but not limited to:
  - a. Goal met, side letter is pending clarification on equivalency phrasing
  - b. Goal met
  - c.
    - i. Shandor Batoczki (Orientation for students Overview) Shandor will be joining the next meeting to give a summary
    - ii. DE Resource room, Deb is out, she will be giving an update at the next meeting.
  - d. Deb will share update at next meeting
2. Deb will provide an update at next meeting; she was working on updating the information from the last meeting.
3. POCR Update from Kelsey Stuart: So far, they have put 20 courses through, by the end of the week she should have the full analysis. They have new interests from faculty in becoming POCR reviewers, and faculty putting their courses through. Deb & her have discussed creating a screening process to give everyone a heads up on what they are looking for. Possibly setting up a canvas shell with modules that gives a clear guidance to faculty that are going to join the program. Jamee requested a breakdown of the courses that were being put through the POCR badging program. Kelsey advised the majority were child development courses. There were a lot of interests for the summer from Kinesiology, Health, and Accounting. She noticed that when one faculty from a discipline participate, they maybe share the experience with a co-faculty member & then more begin

to participate. Kelsey will be sharing a detailed list with the group of the break down of participants per discipline. Jamee advised we can use this list to figure out how to get the word across to disciplines who have low participation & increase participation across all disciplines.

4. AI Update from Senate Subcommittee (3/19/2024 MC Academic Senate Minutes)

Jamee shared a document with the group that stated what the Senate Subcommittee recommended. In one of the AI statements, it stated that the departments can make adjustments as needed to their respective areas. The overall generalized statement started with the English department. But we understand that other departments may use AI in an instructional and collaborative way for their courses, and that should be taken into consideration. Jamee feels this goal was partially met, because it's not something that has been agreed upon by administration yet. She encourages the committee to go back to their department and talk about it & encourage them to voice their concerns. And this can be brought back to the attention of the AI Subcommittee group.



<b>8. Comments</b> <b>AI usage workgroup Report-Jamee Maxey/Diane Scrofano</b>	Matt advised that Shandor will be going over the DE Orientation at the next meeting. And they also have to discuss the equity piece.	
<b>9. Adjournment</b>	Motion to adjourn: Anasheh Oliven Second to Adjourn: Jamee Maxey	Adjournment time: 3:25 pm