

Distance Education Standing Committee

x

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 2024	8/28/24	9/25/24	10/23/24	11/27/24
4th Wednesday 2:30PM	Meeting calendar Spring 2025	01/22/25	02/26/25	3/24/25 (Proposal 4/2/25)	4/23/25 (Proposal 4/30/25)

Agenda – August 28, 2024, 2:30 PM – 4:00 PM Location: AD-138

Zoom: <https://vcccd-edu.zoom.us/j/8055534798>

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Matt Calfin		DE Coordinator (non-voting)	Vacant	
	Jamee Maxey		POCR Coordinator (non-voting)	Vacant	
English & Student Life	Diane Scrofano		ZTC Coordinator (non-voting)	Cindy Sheaks-McGowan	
	Daniela Guevara		Associate Dean (non-voting)	Deb Brackley	
ACCESS, Kinesiology, Athletics, Library, Math, DE & Tutoring and Learning	Jackie Kinsey		Associated Students (non-voting)	Jaycee Alipio	
	Rena Weiss				
	Rene Butler (New Member)		Academic Senate President (non-voting)	Matthew Morgan	
	ALT: Marcel Koressa				
EATM, Life & Health Science	Jana Johnson		Guests (non-voting):	Beth Gillis – AFT Rep	
	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:				
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/Presenter	Discussion/Comments	Action
<p>1. Roll Call, Announcements & Public Comments - Jamee Maxey</p> <ul style="list-style-type: none"> • Motion to start meeting. • Start recording of the meeting • Announcements/Public Comments 	Announcements/Public Comments:	Motion to start the meeting by: Second by: Time Started/Recorded:
<p>2. Brown Act & Who Votes Today? - Jamee Maxey</p> <ul style="list-style-type: none"> • Review of Brown Act: • Remote attendance under stipulation: • Quorum met? Yes/No 		Motion to approve for remote attendance under stipulation: Second by: Abstention: Motion outcome:
<p>3. Approval of Minutes 4/24/24 and Adoption of Agenda 8/28/24 - Jamee Maxey</p> <ul style="list-style-type: none"> • Review of Meeting Minutes 4/24/24: • Adoption of Consent Agenda 8/28/24: 	<p>Changes to Meeting Minutes 4/24/24:</p> <p>Changes to Consent Agenda 8/28/24:</p>	<p>Motion to approve minutes from 4/24/24 motion to approve: Seconded by: Abstention: Motion outcome:</p> <p>Motion to approve Consent Agenda 8/28/24: Seconded by: Abstention: Motion outcome:</p>
<p>4. Review Charter of Committee, current Committee Members, and review Participatory Handbook Committee Composition – Jamee Maxey</p> <p>https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/The%20Moorpark%20College%20Participatory%20Governance%20Handbook_final%20version%20090221_0.pdf</p>	<p>The Distance Education Committee makes recommendations on college-wide planning and accreditation issues related to distance education activities.</p> <p>The specific tasks of this committee are:</p> <ol style="list-style-type: none"> 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. <p>Co-chairs:</p> <ul style="list-style-type: none"> • Dean appointed by the Vice-President of Academic Affairs • Faculty member appointed by the Academic Senate Council <p>Members:</p> <ul style="list-style-type: none"> • Two faculty members from each Student Learning Division appointed by the Academic Senate Council <ul style="list-style-type: none"> ○ Senate Update: Voted to maintain current Division representation that was in place at end of Spring 2024. 	<p>New Member to Committee:</p> <p>Jamee to take member names to Senate .</p>

	<ul style="list-style-type: none"> • One Dean appointed by the Vice-Presidents of Academic Affairs and Student Support • One Instructional Technologist/Designer • One representative (faculty or classified staff) from the Accessibility Coordination Center and Educational Support Services • One representative from Student Services Council appointed by the Vice-President of Student Support • One student appointed by Associated Students who serves in an advisory role (non-voting) • Distance Education Coordinator (ex-officio, non-voting) • Academic Senate President (ex-officio, non-voting) 	
<p>5. Meeting Date Changes due to Thanksgiving Break and Spring Break 2025 – Jamee Maxey</p>	<p>Meeting Date for November scheduled on Wednesday the day before Thanksgiving</p> <ul style="list-style-type: none"> • Proposal #1: Move 11/27/24 meeting date to 12/4/25 • Proposal #2: No meeting November 2024. 4th Wednesday in March is during Spring Break • Proposal #1: Move 3/26/25 meeting date to 4/2/25 • Additional Proposal: Move 4/23/25 meeting date to 4/30/25 	<p>Motion to approve _____:</p> <p>Seconded by: _____</p> <p>Abstention: _____</p> <p>Motion outcome: _____</p> <p>Motion to approve _____:</p> <p>Seconded by: _____</p> <p>Abstention: _____</p> <p>Motion outcome: _____</p> <p>Motion to approve _____:</p> <p>Seconded by: _____</p> <p>Abstention: _____</p> <p>Motion outcome: _____</p>
<p>6. DEETAC (Distance Education & Education Technology Advisory Committee) Updates (CT2) – Deb Brackley/Diane Scrofano or designee</p>		
<p>7. Pilot ACCJC Rubric (CT4): Invitation to Participate in Survey of Rubric – Deb Brackley</p>	<p>The survey will remain open until November 15, 2024. Survey Link: https://survey.alchemer.com/s3/7969398/Pilot-Distance-Education-Resources-and-Rubric-Feedback</p> <p>DE Resources and Rubric Listening Session 1 Tuesday, September 3, 2024, 4:00 – 5:00 p.m. PDT Zoom Registration Link: https://us02web.zoom.us/meeting/register/tZMuOqqrDlqHtFkfRoMn1qcAzf1MuGfQOeh</p> <p>DE Resources and Rubric Listening Session 2 Wednesday, September 4, 2024, 11:00 a.m. – 12:00 p.m. PDT</p>	

	Zoom Registration Link: https://us02web.zoom.us/join/joinMeeting/register/tZwrfu2orzopHNOb6DofjBLrA2Rlf38Z-wXj	
8. DE Coordinator Vacancy – Deb Brackley		
9. POCR Coordinator Vacancy – Deb Brackley		
10. POCR Summer Review Update (CT2) - Deb Brackley		
11. OTC 2024 Summary (10 participants from MC) (CT3) – Matt Calfin		
12. Accessibility Capability Maturity Module (ACMM) (CT2 & CT4) – Shirley Ruiz	Discussion to make into 2024-2025 goal	
<p>13. Review of 2023-2024 DE Committee Goals with Self Appraisal of Goal Evaluation (See attached 2023-2024 Summary Report):</p> <ol style="list-style-type: none"> 1. Identify, develop, and support online learning initiatives with a focus accessibility on addressing student equity, including but not limited to: <ol 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). <ol 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). 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). <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”? 4. Implement scaling Quality to better serve online students (Charter Task 1 & 2). 	<p>2023-2024 Self Appraisal of Goal Evaluation:</p> <p>Themes of Goals:</p> <ul style="list-style-type: none"> • DE Student Orientation • Strategies to decrease equity gap in DE • Assist in the establishment of faculty notification of DE Recertification 	

a. Provide an active voice to faculty, students, and administration regarding best practices for Artificial Intelligence (AI).		
14. DE Committee Goals for 2024-2025	2024-25 Potential DE Committee Goals: 1) Create a Distance Education Plan (an ACCJC requirement). 2) Develop strategies to address DE equity gaps. 3) Revise DE student orientation module	
15. Adjournment		Motion to adjourn the meeting by: Second by: Time adjourned/Recorded:

