



**IMPERIAL VALLEY COLLEGE**  
**DISTANCE EDUCATION COMMITTEE AGENDA**  
Wednesday, September 10, 2014  
1:30 pm-3:00pm –Room 3100

The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College.

- 1. Call to Order & Welcome**
- 2. Consent Agenda**
  - a. Approval of Minutes for April 9, 2014
- 3. Discussion/Action Items**
  - a. Position Paper – Committee Membership (PT Faculty Representative)
  - b. Position Paper – State Authorization Policy
  - c. Appointment of DE Course Evaluation Team 2014-15
  - d. DE Committee Evaluation
  - e. DE Program Review and Setting of Goals
  - f. DE Course Development Priority List
  - g. Faculty Online Training and Certification
- 4. Discussion and Information Items**
  - a. Blackboard Report – Omar
  - b. ADA Compliance Report – Paige
  - c. OEI Update – Gaylla
  - d. Faculty Intellectual Property Rights Policy
  - e. Review and revision of OL Addenda – “Regular Effective Contact” concerns
  - f. Syllabi Template
  - g. Course Map Template
  - h. DE Newsletter
  - i. DE Plan and Online Faculty Handbook
  - j. Free Training Opportunities
    - i. Day with TechSmith – Friday, 09/19/14 @9:30am-3pm – SDCCD (Open Enrollment)
    - ii. Blackboard Symposium – Friday, 10/03/14 @10am-3pm – SDCCD (Open Enrollment)
    - iii. 2014 Distance Learning Summit – Friday, 10/24/14 @8:30am-3:30pm – SDCCD (5 Slots)
  - k. SDICCCA/Chancellor’s Office DE Coordinator Committees
- 5. Other**
- 6. Next Meeting:** Wednesday, October 8, 2014, @ 1:30pm in Room 3100
- 7. Adjournment**

# **ACTION ITEMS**

## **Action Item 3a:**

*Committee: DE Committee*

*Committee Topic: Committee Membership*

### **RECOMMENDATION: DE COMMITTEE MEMBERSHIP**

#### **Statement of Current Policy**

- Membership in the DE Committee currently consists of the following voting members:
  - Administrative Representative, Co-Chair
  - Distance Education Coordinator, Co-Chair
  - Five Faculty Representatives (one non-teaching)
  - One Classified Representative
  - One Technology Representative
  - One DSP&S Representative
  - One Student Representative
- Membership fails to include a PT Faculty Representative, an important stakeholder in distance education.

#### **DE Committee Involvement and Previous Actions**

- The DE Committee supports a collaborative process, with input from all stakeholders.
- On September 10, 2014, the DE Committee took action to request that the Academic Senate add a PT Faculty Representative to the committee membership, recommending that the PT Faculty Representative have experience in distance education.

#### **DE Committee Position**

- It is important that all stakeholders have a voice in the development of distance education policy.
- Adding a PT Faculty Representative to the voting membership of the DE Committee will provide valuable input in the development of distance education policy.

**IT IS HEREBY RECOMMENDED** that the Academic Senate add a PT Faculty Representative to the voting membership of the Distance Education Committee.

**IT IS FURTHER RECOMMENDED** that the PT Faculty Representative have experience in distance education.

### **CERTIFICATION**

*I hereby certify that the above recommendation statement was approved by the DE Committee on September 10, 2014.*

\_\_\_\_\_  
*Gaylla A. Finnell, Co-Chair*

\_\_\_\_\_  
*James Patterson, Co-Chair*

## **Action Item 3b:**

Committee: DE Committee

Committee Topic: State Authorization

### **DISTANCE EDUCATION: STATE AUTHORIZATION**

#### **Statement of Current Policy**

- No current IVC policy on State Authorization.
- Federal law requires that institutions be authorized (or exempt from authorization) to *operate* in states where students currently reside.
- Definition of *Operate*: Although it varies from state-to-state, the following activities have been found to constitute a physical presence within a state:
  - **Instructional Activities** – face-to-face instruction, seminars, conferences
  - **Student Activities** – Intern/externships, clinical practicums
  - **Property in the State** – Physical buildings, classrooms, administrative offices, computer servers, etc.)
  - **Recruiting Activities** – Organized, consistent, on-the-ground recruiting vs. occasional job fairs
  - **Third Party Agreements/Contracts** – In-state entities providing services, including proctoring, at the direction of an out-of-state institution
  - **Advertising** – Ads in local media viewed primarily by in-state residents, ads in national media accessible to in-state residents, billboards, prints ads, etc.
  - **Employment in the State** – Full-time or adjunct faculty, site representatives or recruiters, mentor, tutors, preceptors, proctors, etc.
- IVC must be making a *good faith effort* to be in compliance with State Authorization regulations. The Department of Education will start enforcement of State Authorization regulations on July 1, 2015 (previously July 1, 2014).

#### **DE Committee Involvement and Previous Actions**

- On August 26, 2014, the DE Coordinator attended a webinar hosted by the State Chancellor's Office regarding State Authorization regulations.
- On September 5, 2014, the DE Coordinator attended the SDICCCA DE Coordinators' Committee meeting and participated in discussions regarding State Authorization regulations.
- On September 10, 2014, the DE Committee voted on the following proposed action:
  - To cease the development of new online courses by faculty residing outside the State of California;
  - To investigate the feasibility of processing requests for State Authorization in states where current employees who reside out-of-state live; and
  - To direct the DE Coordinator to develop a proposed IVC State Authorization policy for the DE Committee's approval and submission to the Academic Senate for processing and approval through share governance prior to the Department of Education July 1, 2015, deadline.

#### **DE Committee Position**

- IVC must make a good faith effort to be in compliance with the Department of Education State Authorization regulations.
- IVC must develop a State Authorization policy prior to the Department of Education's July 1, 2015, compliance deadline.

**IT IS HEREBY RECOMMENDED** that the following action be taken to establish compliance with the Department of Education regulations on State Authorization:

- IVC cease the development of new online courses by faculty residing outside the State of California;
- IVC investigate the feasibility of processing requests for State Authorization in states where current employees who reside out-of-state live; and
- The DE Committee develop a proposed State Authorization policy for submission to the Academic Senate for processing and approval through share governance prior to the Department of Education's July 1, 2015, compliance deadline.

### **CERTIFICATION**

*We hereby certify that the above position statement was approved by the DE Committee on September 10, 2014.*

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*Gaylla A. Finnell, Co-Chair*

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*James Patterson, Co-Chair*

### **Action Item 3c:**

**WHEREAS**, the 2013-14 DE Course Evaluation Team consisted of the following members: Allyn Leon, Deirdre Rowley, Xochitl Tirado, Paige Lovitt, and the DE Coordinator; and

**WHEREAS**, Allyn Leon is unable to serve on the DE Course Evaluation Team during AY 2014-15.

**IT IS HEREBY RECOMMENDED** that the following persons continue their service on the DE Course Evaluation Team during AY 2014-15: Deirdre Rowley, Xochitl Tirado, Paige Lovitt, and the DE Coordinator; and

**IT IS FURTHER RECOMMENDED** that the seat vacated by Allyn Leon be filled by nomination and approval of the DE Committee.

### **MOTION**

**IT IS HEREBY MOVED** that Deirdre Rowley, Xochitl Tirado, Paige Lovitt and the DE Coordinator be confirmed as members of the 2014-15 DE Course Evaluation Team; and that \_\_\_\_\_ be appointed as a member to the DE Course Evaluation Team to replace Allyn Leon.

### **Action Item 3d:**

<b>Committee Name</b>		<b>Distance Education Committee</b>			
<b>Committee Charge (Summary)</b>		The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College.			
<b>For Academic Year</b>		2013-2014		<b>Date of Evaluation</b> 9/10/2014	
<b>Month</b>	<b>Mtg Date</b>	<b># Members Present</b>	<b>Agenda Sent 1=Yes 0=No</b>	<b>Minutes Posted 1=Yes 0=No</b>	<b>Please list the major issues or tasks addressed at each meeting</b>
Sept	25	6	1	1	Discussed online course development timelines, development of hybrid courses, and faculty @ONE Training.
Oct	23	10	1	1	Approved CurricUNET online DE Addendum form. Reviewed AP 4105 and AP 4101.
Nov	27	8	1	1	Discussed online course development timelines, faculty @ONE Training, and professional development.
Feb	12	7	1	1	Adopted a committee Value Statement, approved revisions to AP 4105, approved a Course Development Process and @ONE Online Training Policy, rejected faculty requests for waiver of the @ONE training requirements, agreed to request that the Academic Senate add a student representative to the committee membership, and selected a Course Evaluation Team. Discussed the DE Program Review and proposed budget.
Mar	12	7	1	1	Approved recommendation to Academic Senate that a student representative be added to the committee membership, approved a DE course priority evaluation policy, approved DE webpage policy statement re DE course development and @ONE training, approved DE course development checklist, approved DE course evaluation form. Discussed "Regular Effective Contact" requirements, ADA compliance, ADT Substantive Change, Blackboard menu options.

Apr	9	8	1	1	Approved Regular Effective Contact Policy, approved Syllabi Template for online courses, and approved Blackboard Course Menu modifications. Discussed online orientation, ADA compliance issues, ADT substantive change issues, and the development of a DE Plan and Online Faculty Handbook.
<b>Avg Attendance</b>		8	100%	100%	
<b>Major Accomplishments or Achievements in Past Year</b>		1	Developed and approved a "Regular Effective Contact" Policy		
		2	Developed and approved DE Course Development Procedures & Policies		
		3	Evaluated and approved 14 new online courses		
		4	Added a Student Representative to DE Committee membership		
<b>Major Obstacles or Problems with Committee Function</b>		1			
		2			
		3			
		4			
<b>Recommendations for Improving Process or Efficiency</b>		1			
		2			
		3			
		4			
<b>Review of Goals from Previous Year &amp; Related Institutional Goal</b>		1	Goal Completion: Developed Online Course Development Policy		
			Related to: Institutional Goal: 2		
		2	Goal Completion: Developed New Course Evaluation Policy		
			Related to: Institutional Goal: 2		
<b>Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal</b>		1	Develop State Authorization Policy		
			Related to: Institutional Goal: 2		
		2	Evaluate Instructor Online Training Policy		
			Related to: Institutional Goal: 2		
<b>Chair/Co-Chair Signature</b>		3	Develop DE Plan and Online Faculty Handbook		
			Related to: Institutional Goal: 2		
		4	Facilitate successful participation in OEI pilot program		
			Related to: Institutional Goal: 2		



<i>Typed or Printed Name</i>	<i>Gaylla A. Finnell, DE Coordinator</i>
<b>Chair/Co-Chair Signature</b>	x
<i>Typed or Printed Name</i>	<i>Dr. James Patterson, Administrative Representative</i>

**MOTION**

**IT IS HEREBY MOVED** that the DE Committee Evaluation is approved, as amended, and the DE Coordinator is directed to submit the evaluation to the Academic Senate for review during their September 17, 2014, meeting.

### **Action Item 3e:**

*\*\*\*Draft of DE Program Review submitted in separate file\*\*\**

#### **MOTION**

**IT IS HEREBY MOVED** that the DE Program Review is approved, as modified, and the DE Coordinator is directed to submit the Program Review to the Vice-President for Academic Services by the deadline of September 24, 2014.

### Action Item 3f:

<b>**FINAL** ONLINE Courses Approved for Summer/Fall 2014 **FINAL**</b>				
	<b>Course #</b>	<b>Course Title</b>	<b>Instructor</b>	<b>Degree</b>
1	AJ 102	Concepts of Criminal Law	Jeff Beckley (Fall 2014)	Transfer Degree
2	CDEV/PSY 104	Child Growth & Development	Scott Sheppard (Fall 2014)	Transfer Degree
3	ENGL 110	Composition and Reading	Deirdre Rowley (Hybrid) (Fall 2014)	Transfer Degree
4	HIST 120	United States to 1877	Mary Jo Wainwright (Fall 2014)	Transfer Degree
5	SPAN 200	Intermediate Spanish I	Romano San-Dom. (Hybrid) (Fall 2014)	Transfer Degree
6	CIS 124	EXCEL I	Melody Chronister (Fall 2014)	Associate Degree
7	CIS 125	EXCEL II	Melody Chronister (Fall 2014)	Associate Degree
8	FIRE 100	Fire Protection Organization	Robert Malek (Fall 2014)	Associate Degree
9	FIRE 108	Fire & Emer. Services Safety	Alfredo Estrada (Fall 2014)	Associate Degree
10	GEOL 110	Earth & Space Science	Kevin Marty (Fall 2014)	Associate Degree
<b>ONLINE COURSES REJECTED</b>				
1	PHIL 100	Intro to Philosophy	Aaron Edwards (Fall 2014)	Transfer Degree
2	<del>PSY 204</del>	<del>Developmental Psychology</del>	<del>{Katarina Olea (Fall 2014)}</del>	<del>Transfer Degree</del>
3	FIRE 104	Fire Behavior Combustion	<del>Kenneth Herbert (Fall 2014)}</del>	Associate Degree
4	PSY 101	Intro to Psychology	Katarina Olea (Fall 2014)	Transfer Degree
5	GEOG 108	World Regional Geography	Jim Sell (Fall 2014)	Transfer Degree

<b>ONLINE Courses Under Development for Winter/Spring 2015 (Subject to Change)</b>					
	<b>Course #</b>	<b>Course Title</b>	<b>Instructors</b>	<b>Degree</b>	<b>OL Add.</b>
1	CDEV 230	School Age Child Development	Scott Sheppard ( <del>Fall 2014</del> ) <b>Spr 2015</b>	Certificate	OK
2	CSI 100	Intro to Correctional Science	[ <del>Glenn Granish (Spring 2015)</del> ]	Transfer Degree	OK
3	ENGL 110	Composition & Reading	Kevin Howell ( <del>Fall 2014</del> ) <b>Spr 2015</b>	Transfer Degree	OK
4	ENGL 110	Composition and Reading	Robert Baukholt (Fall 2014) <b>Spring 2015</b>	Transfer Degree	OK
5	ESL 014	Listening & Speaking 4	Sydney Rice (Hybrid) ( <del>Fall 2014</del> ) <b>Spr 2015</b>	None	No OL
6	ESL 015	Listening & Speaking 5	Sydney Rice (Hybrid) ( <del>Fall 2014</del> ) <b>Spr 2015</b>	None	No OL
7	FIRE 101	Fire Prevention Technology	Robert Malek (Spring 2015)	Associate Degree	OK
8	FIRE 103	Building Construction for Fire Protection	Alfredo Estrada (Spring 2015)	Associate Degree	OK
9	GEOG 100	Physical Geography	[ <del>Cady Bow (Winter 2015)</del> ]	Associate Degree	No
10	<del>CDEV210</del>	<del>Administration &amp; Supervision</del>	<del>Becky Green (Spring 2015)</del>	<del>Certificate</del>	<del>OK</del>
11	<del>CDEV211</del>	<del>Advanced Management</del>	<del>Becky Green (Spring 2015)</del>	<del>Certificate</del>	<del>OK</del>
12	<del>CDEV212</del>	<del>Adult Supervision in CDEV Prog.</del>	<del>Becky Green (Spring 2015)</del>	<del>Certificate</del>	<del>OK</del>
13	PSY 101	Intro to Psychology	Katarina Olea (Fall 2014)	Transfer Degree	OK
14	GEOG 108	World Regional Geography	Jim Sell (Fall 2014)	Transfer Degree	OK

ONLINE Courses Under Development for Summer/Fall 2015 (Subject to Change)					
Course #	Course Title	Instructors	Degree	OL Add.	
1	HIST 121	United States from 1877	Mary Jo Wainwright ( <del>Spring 2015</del> ) <b>Sum 2015</b>	Associate Degree	OK
2	AHP 100	Medical Terminology	[ <del>Terri Sullivan (Spring 2015)</del> ] <b>Fall 2015</b>	None	OK
3	AJ 100	Intro to Administration of Justice	Kathy Rodriguez ( <del>Spring 2015</del> ) <b>Fall 2015</b>	Transfer Degree	OK
4	BUS 132	Business Management	Jeff Beckley ( <del>Spring 2015</del> ) <b>Fall 2015</b>	Associate Degree	OK
5	CIS 108	Computer Acctg - Quickbooks	[ <del>Alison Brock (Spring 2015)</del> ] <b>Fall 2015</b>	Associate Degree	No
6	GEOG 102	Cultural Geography	[ <del>Cady Bow (Spring 2015)</del> ] <b>Fall 2015</b>	Transfer Degree	OK
7	CIS 120	Microsoft Word I	Melody Chronister ( <del>Spring 2015</del> ) <b>Fall 2015</b>	None	OK
8	CIS 121	Microsoft Word II	Melody Chronister ( <del>Spring 2015</del> ) <b>Fall 2015</b>	None	OK
9	MATH 081	Beginning Algebra	[ <del>Jill Nelipovich (Spring 2015)</del> ] <b>Fall 2015</b>	None	OK
10	NURS 204	Transition to AS Degree Nursing	[ <del>Terrie Sullian (Hybrid) (Spr 2015)</del> ] <b>Fall 2015</b>	None	No
11	ART 100	History of Art I	<i>Nannette Kelly</i> (Summer 2015)	Associate Degree	OK
12	HUM 100	Introduction to the Humanities	<i>Nannette Kelly</i> (Summer 2015)	Associate Degree	No
13	ENG 009	Basic English Composition II	Kevin Howell (Summer 2015)	None	OK
14	FIRE 104	Fire Behavior Combustion	Robert Malek (Fall 2015)	Associate Degree	OK
15	FIRE 102	Fire Protection Equip & Systems	Alfredo Estrada (Fall 2015)	Associate Degree	OK

ONLINE Courses Under Development for Winter/Spring 2016 (Subject to Change)					
Course #	Course Title	Instructors	Degree	OL Add.	
1	ELTT 101	Electrical Trades I	TBA	Associate Degree	No
2	ELTT 102	Electrical Trades II	TBA	Associate Degree	No
3	SPAN ??	<i>Maricruz Cabrera</i>			
4	SPAN ??	<i>Carolina Gonti</i>			
5	SPAN ??	<i>Juanita Reyes</i>			
6	SPAN ??	<i>Donaciano Roman</i>			
7	BUS 152	Basic Keyboarding	[ <del>Angie Ruiz</del> ] (Spring 2016)	None	No
8	HE 102	Health Education	Sidne Horton (Spring 2016)	Associate Degree	OK
9	FIRE 229	Fire Command 1A	Robert Malek (Spring 2016)	Associate Degree	No
10	FIRE 224	Fire Management 1	Alfredo Estrada (Spring 2016)	Associate Degree	No
11	POLS 100	American Govt & Politics	<i>Richard Epps</i> (Winter/Spring 2015)	Transfer Degree	OK
12	GEOG 130	Climate Studies	Kevin Marty (Spring 2015)	Associate Degree	No
13	ENGL 009	Basic English Composition II	Audrey Morris (Winter/Spring 2016)	None	OK
14	CDEV210	Administration & Supervision	Becky Green ( <del>Fall 2014/Spr 2015</del> ) <b>Spr 2016</b>	Certificate	OK
15	CDEV211	Advanced Management	Becky Green ( <del>Fall 2014/Spr 2015</del> ) <b>Spr 2016</b>	Certificate	OK
16	CDEV212	Adult Supervision in CDEV Prog.	Becky Green ( <del>Fall 2014/Spr 2015</del> ) <b>Spr 2016</b>	Certificate	OK

## Action Item 3g:

		REQUIRED		MUST COMPLETE WITHIN 3 YEARS OF INTRO COURSES				
Intro Complete		Intro to Online Teaching & Learning	Intro to Teaching with Blackboard	Building Online Community with Social Media	Creating Accessible Online Courses	Designing Effective Online Assessment	Optional Cert.	Completion Date
1	Baukholt	Robert	Spring 2013	Sum 2012	Sum 2012	Sum 2012		DONE
2	Beckley	Jeffrey	Spring 2013	Spring 2013				Spring 2016
3	Bill	Emily	Spring 2014	Spring 2014				Spring 2017
4	Chronister	Melody	Spring 2014	Spring 2014		Sum 2014		Spring 2017
5	Dorantes	Kathleen	Spring 2013	Spring 2013		Spring 2014		Spring 2016
6	Edwards	Aaron	Spring 2013	Spring 2013				Spring 2016
7	Ekins	Adam	Spring 2013	Spring 2013		Sum 2014		Spring 2016
8	Estrada	Alfredo	Spring 2014	Spring 2013				Spring 2017
9	Green	Becky	Spring 2013	Spring 2013				Spring 2016
10	Horton	Sidne	Spring 2013	Spring 2013	Spring 2014	Spring 2014	Fall 2013	DONE
	Howell	Kevin	Fall 2013	Sum 2013	Spring 2014	Sum 2014	Spring 2014	DONE
11	Leon	Allyn	Spring 2013	Spring 2013				Spring 2016
12	Malek	Robert	Spring 2014	Spring 2013				Spring 2017
13	Martinez	Andres	Spring 2014	Spring 2013		Spring 2013	Spring 2013	Spring 2016
14	Marty	Kevin	Spring 2013	Spring 2013				Spring 2016
15	Morris	Audrey	Spring 2013	Spring 2013		Spring 2014	Spring 2014	Spring 2016
	Olea	Katarina	Spring 2014	Spring 2014				Spring 2017
16	Patterson	James	Spring 2014	Spring 2014		Sum 2014		Spring 2017
17	Pfister	Toni	Fall 2013	Sum 2013	Sum 2014	Fall 2013	Spring 2014	DONE
18	Rice	Sydney	Spring 2014	Spring 2014	Spring 2014	Fall 2013	Fall 2013	DONE
19	Rowley	Deirdre	Spring 2013	Spring 2013	Sum 2014	Sum 2014	Spring 2014	DONE
20	Ruiz	Jose	Spring 2013	Spring 2013				Spring 2016
21	Sanchez-Dom	Romano	Spring 2013	Spring 2013				Spring 2016
22	Sell	Jim	Spring 2014	Spring 2014				Spring 2017
23	Sheppard	Scott	Spring 2013	Spring 2013				Spring 2016
24	Shokoufi	Mardjan	Spring 2013	Spring 2013		Sum 2014		Spring 2016
25	Tirado	Xochitl	Spring 2013	Spring 2013		Spring 2014	Sum 2013	Spring 2016
26	Wainwright	Mary Jo	Spring 2013	Spring 2013	Spring 2014	Spring 2014		Spring 2016

		Initial Training in Progress		
		Intro to Online Teaching & Learning	Intro to Teaching with Blackboard	
Intro Pending				
1	Baca-Chavez	Algaberto	Pending	Pending - 07/07/14
2	Bow	Cady	<b>Spring 2014</b>	Pending - 08/01/14
3	Brock	Alison	In Progress - 7/1/2014	Pending - Fall 2014
4	Cabrera	Maricruz	Pending	Pending
5	Epps	Richard	Pending	Pending
6	Gappinger	Mark	Pending	Pending - 09/15/14
7	Gonti	Carolina	Pending	Pending
8	Granish	Glenn	<b>Spring 2014</b>	Pending - Fall 2014
9	Herbert	Kenneth	In Progress - 3/31-4/25	<b>Spring 2013</b>
10	Heumann	Michael	<b>Spring 2013</b>	<Not Teaching OL>
11	Johnson	Rick	Pending	Pending - 07/07/14
12	Kelly	Nannette	Pending - 7/7/14	<b>Spring 2013</b>
13	Marquez	Ralph	*****	Spring 2013
14	Nelipovich	Jill	In Progress - 3/31-4/25	Pending - Fall 2014
15	Reyes	Juanita	Pending	Pending
16	Rodriguez	Kathy	<b>Spring 2014</b>	Pending - 07/07/14
17	Roman	Donaciano	Pending	Pending
18	Sullivan	Terrie	<b>Spring 2014</b>	Pending - 09/15/14