



**IMPERIAL VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE AGENDA**

**Wednesday, October 8, 2014**

**1:30 p.m. – Economic & Workforce Development Conference Room (3102)**

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
- b. Approval of Minutes for September 10, 2014

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the April 9, 2014, and September 10, 2014, regular meetings of the DE Committee, as presented.*

**3. Action Items**

- a. Position Paper – DE Faculty Selection
- b. Position Paper – Online Course Development Policy
- c. Online Addenda Contact Types
- d. DE Program Review
- e. Course Map Template

**4. Discussion and Information Items**

- a. Blackboard Report – Omar
- b. ADA Compliance Report – Paige
- c. DE Coordinator Report – Gaylla
  - i. Position Paper – Committee Membership (PT Faculty Representative)
  - ii. Position Paper – State Authorization Policy
  - iii. DE Committee Evaluation
  - iv. Syllabi Template
- d. DE Course Evaluations Update
- e. OEI Update
- f. Faculty Intellectual Property Rights
- g. DE Newsletter
- h. DE Plan and Online Faculty Handbook
- i. Free Training Opportunities
  - i. 2014 Distance Learning Summit – Friday, 10/24/14 @8:30am-3:30pm – SDCCD (5 Slots)

**5. Other**

**6. Next Meeting:** Wednesday, November 12, 2014, @ 1:30pm in Room 3102

**7. Adjournment**

# **ACTION ITEMS**

## **Action Item 3a:**

*Committee: DE Committee*

*Committee Topic: Online Faculty Selection*

### **RECOMMENDATION: ONLINE FACULTY SELECTION**

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

Faculty are allowed to develop online/hybrid courses if they obtain approval to develop the course(s) from their dean, division chair, and/or department chair.

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

- The DE Committee discussed the issue of faculty selection for development of online courses during their September 10, 2014, meeting. Concern was expressed regarding the development of online courses by faculty who may not have the ability to teach the courses due to contractual requirements for selection of courses by seniority and PT/FT status. In addition, concern was expressed regarding the development of online courses by faculty who were not otherwise employed by IVC (whether teaching face-to-face courses or employed in other positions at IVC).
- Several problems have arisen within departments when PT/FT faculty were approved for online course development without an opportunity for other faculty within the department to express their interest in developing the online course.

#### **DE Committee Position**

- Historically, IVC has taken the position that faculty must be engaged with the campus community and teaching face-to-face courses while teaching online courses. The DE Committee continues to support this position for the distance education program at IVC.
- The DE Committee acknowledges that some programs may only have PT faculty, and may require online course development by faculty members who are not teaching face-to-face courses or otherwise employed by IVC. The decision to employ PT online faculty who are not otherwise employed by IVC should be evaluated and approved by the Vice President of Academic Services.

**IT IS HEREBY RECOMMENDED** that the Academic Senate approve the following policy regarding faculty selection for online course development:

- Faculty requesting development of an online course must be currently employed by IVC.
- Faculty requesting development of an online course must have first taught the course in the traditional face-to-face format at IVC before being approved to develop an online version of the course.
- Faculty requesting development of an online course must get approval from their department, their Department Chair, and their Dean.
- Exceptions to this policy must be approved by the Vice President of Academic Services.

### **CERTIFICATION**

We hereby certify that the above recommendation statement was approved by the DE Committee on October 8, 2014.

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

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

## **Action Item 3b:**

*Committee: DE Committee*

*Committee Topic: Online Course Development Policy*

### **RECOMMENDATION: ONLINE COURSE DEVELOPMENT POLICY**

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

1. Obtain approval to develop an online or hybrid course from your dean, division chair, and/or department chair.
2. Contact the DE Coordinator, Gaylla Finnell, at [gaylla.finnell@imperial.edu](mailto:gaylla.finnell@imperial.edu) or ext. 6511 to be placed on the course development schedule. In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
3. Prior to teaching online at IVC, instructors must complete two courses through [@ONE Training](#) (Introduction to Online Teaching and Learning, and Introduction to Teaching with Blackboard). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
4. After completion of the first two introductory @ONE courses, faculty are required to complete three (3) additional @ONE courses (Building Online Community with Social Media; Creating Accessible Online Courses; and Designing Effective Online Assessment). These courses must be completed within three (3) years of completing the first two introductory courses.
5. No later than six (6) weeks prior to the start of priority registration, develop at least 50% of your online course for review and approval through the Distance Education Committee. Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
6. All courses must meet the accessibility requirements of Section 508.

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

- The DE Committee approved the above policy for online course development on February 12, 2014.
- The issue of course accessibility was discussed by the DE Committee during its March, April, and September, 2014, meetings. Since all courses must comply with the accessibility requirements of Section 508, it was the consensus of the committee that faculty should have to complete the @ONE course on Creating Accessible Online Courses prior to teaching online (in addition to completing the two @ONE introductory courses already required).

#### **DE Committee Position**

- IVC courses must comply with the accessibility requirements of Section 508.
- It is important that faculty developing online courses complete the @ONE course on Creating Accessible Online Courses to insure that their courses are in compliance with Section 508.
- Requiring faculty to complete the @ONE course in accessibility prior to teaching online will improve course accessibility and design for increased student access and success.

**IT IS HEREBY RECOMMENDED** that the Academic Senate approve the following changes in the IVC Online Course Development Policy:

1. Obtain approval to develop an online or hybrid course from your **department, Department Chair, and Dean.**  
~~dean, division chair, and/or department chair.~~
2. Contact the DE Coordinator, Gaylla Finnell, at [gaylla.finnell@imperial.edu](mailto:gaylla.finnell@imperial.edu) or ext. 6511 to be placed on the course development schedule. In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
3. Prior to teaching online at IVC, instructors must complete **two three** courses through [@ONE Training](#) (Introduction to Online Teaching and Learning, ~~and~~ Introduction to Teaching with Blackboard, **and** **Creating Accessible Online Courses**). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
4. After completion of the first **two three** introductory @ONE courses, faculty are required to complete **three (3) two (2)** additional @ONE courses (Building Online Community with Social Media, ~~Creating Accessible Online Courses~~; and Designing Effective Online Assessment). These courses must be completed within **three (3) two (2)** years of completing the first ~~two~~ **introductory three** courses.
5. No later than six (6) weeks prior to the start of priority registration, develop at least 50% of your online course for review and approval through the Distance Education Committee. Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
6. All courses must meet the accessibility requirements of Section 508.

### CERTIFICATION

We hereby certify that the above recommendation statement was approved by the DE Committee on October 8, 2014.

---

Gaylla A. Finnell, Co-Chair

---

James Patterson, Co-Chair

## **Action Item 3c:**

### **ONLINE ADDENDA CONTACT TYPES**

**WHEREAS**, the DE Committee approved a policy regarding Regular and Effective Contact on April 9, 2014; and

**WHEREAS**, the Regular and Effective Contact Policy requires that faculty use the following resources to maintain contact with online students:

- a. Orientation material;
- b. Weekly announcements in the course management system;
- c. Threaded discussion boards within the course management system with appropriate instructor participation (“Questions for the Instructor” forums are good, but should be used in conjunction with other forums);
- d. Email contact within or outside Blackboard (response to student emails recommended within 24-48 hours); and
- e. Timely feedback for student work (recommended within 7-10 days); and

**WHEREAS**, in addition to items a through e above, the Regular and Effective Contact Policy recommends that instructors use at least two or more of the following resources to maintain additional contact with online students:

- f. Participation in online group collaboration projects
- g. Face-to-face informal meetings (e.g. review sessions)
- h. Face-to-face formal meetings (e.g. regular, scheduled class sessions)
- i. Regular podcasts
- j. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer
- k. Other as appropriate; and

**WHEREAS**, a review of the online addenda for online courses at IVC reveals that a majority of online addenda do not demonstrate compliance with the Regular and Effective Contact Policy.

**NOW, THEREFORE, IT IS RECOMMENDED** that, at a minimum, all online course addenda list the following contact types in CurricUNET:

- Orientation at start of course – Once.
- Announcements/Bulletin Boards – Weekly.
- Chat Rooms – Weekly or as needed.
- Discussion Boards – Weekly or as needed.
- Email Communications – As needed.
- Online Group Collaboration – As needed.
- Face-to-Face Meetings – As needed.
- Podcasts – As needed.
- Virtual Office Hours – Weekly.
- Other – As needed to meet course objectives.

***M/S ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the recommendation as presented.***

**Action Item 3d:**

**DE PROGRAM REVIEW**

**WHEREAS**, the DE Committee reviewed and discussed the data for the DE Program Review during its September 10, 2014, meeting; and

**WHEREAS**, the DE Coordinator completed the DE Program Review and submitted it for review and approval to the DE Committee via email.

**WHEREAS**, the DE Program Review was submitted to the Vice President of Academic Services, after revision, on September 24, 2014.

**NOW, THEREFORE, IT IS RECOMMENDED** that the De Committee approve the DE Program Review as submitted to the Vice President of Academic Services on September 24, 2014.

***M/S ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the recommendation as presented.***

## **Action Item 3e:**

### **COURSE MAP TEMPLATE**

**WHEREAS**, the DE Committee has directed the DE Coordinator to develop a Course Map Template; and

**WHEREAS**, several formats have been used by faculty and the DE Coordinator needs further input from the DE Committee prior to going forward.

**NOW, THEREFORE**, the following examples of online Course Maps are submitted for the DE Committee's consideration in the development of a Course Map Template:

#### **SAMPLE #1**

##### **Unit 1: Welcome & Introduction (Week 1)**

**Unit 1 Overview:** This unit will cover some of the features that Widgets offer to the office professional and/or home user. Students will be introduced to the online course environment and IVC policies and procedures. Students will also learn more about their online classmates.

**Unit 1 Objectives:** By the end of this unit, students will be able to:

- Interpret the course syllabus
- Navigate the Blackboard learning environment.
- Understand the College's add and drop policies, procedures and online learning requirements.
- Know more about your fellow online classmates

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<b>Post to:</b> Introduce Yourself by 11pm EST		<b>Post:</b> Response #1 to Discussion Week 1 by 11pm				<b>Complete:</b> Readings; Set 1 Lectures <b>Post:</b> Response #2 to Discussion Week 1 by 11pm <b>Submit:</b> Assignment 1 by 11pm

##### **Unit 2: Working with Charts (Week 2)**

**Unit 2 Overview:** This unit explores the options to consider when creating a chart. Students will learn how to create a chart and how to edit the chart to add personal touches.

**Unit 2 Objectives:** By the end of this unit, students will be able to:

- Demonstrate knowledge of worksheet creation, menus, and command structure.
- Identify the appropriate chart type to apply to best illustrate the data desired.
- Produce advance graphic presentations of electronic worksheets.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
		<b>Read:</b> GW Today <b>Post:</b> Response #1 to Discussion Week 2 by 11pm	<b>Submit by 9am:</b> Assignments 1a, 1b, 1c			<b>Complete:</b> Lectures; Ethics Discussion <b>Post:</b> Response #2 to Discussion Week 2 by 11pm <b>Submit:</b> Assignment 2 by 11pm



## SAMPLE #2

Name of Course:

Today's Date:

Projected Date of Launch:

Learning Objective	Content Presentation	Assignment Given	Student Deliverables Due	Assessment

Inventory of Media Objects:

Media Objects	Accessibility Status	Completion Date (Timeline)	Updates

Notes:

## SAMPLE #3

<b>Module 1 Opens 1/17/12</b>	<b>Working with Etudes - Introductions (30 points)</b> (Accepted until 1/28 for late adds)  <b>Tasks:</b> Assignment, Discussion, Quiz	<b>Due 1/23/12 at 11:59 p.m.</b>
<b>Module 2 Opens 1/17/12</b>	<b>Introduction to The Study of History; A Continent of Villages (40 points)</b>  <b>Reading Assignment:</b> <i>Out of Many</i> , Chapter 1, Wainwright Chapter Lecture Outline 1;  <b>Tasks:</b> Assignment, Discussion, Quiz	<b>Due 1/30/12 at 11:59 p.m.</b>
<b>Module 3 Opens 1/22/12</b>	<b>When Worlds Collide (30 points)</b>  <b>Reading Assignment:</b> <i>Out of Many</i> , Chapter 2, <i>American Realities</i> , Chapter 1 Wainwright Chapter Lecture Outline 2;  <b>Tasks:</b> Discussion, Quiz	<b>Due 2/6/12 at 11:59 p.m.</b>