



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Wednesday, December 10, 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**
 - a. Welcome to new PT Faculty Representative: *Richard Epps*

- 2. Consent Agenda**
 - a. Approval of Minutes for November 12, 2014
M/S (_____/_____) to approve the minutes of the November 12, 2014, regular meetings of the DE Committee, as presented.

- 3. Action Items**
 - a. None

- 4. Reports**
 - a. Blackboard – Omar
 - b. ADA Compliance – Paige
 - c. Student Support – Martha
 - d. Student Services – Veronica
 - e. Online Faculty – Faculty Representatives

- 5. Discussion and Information Items**
 - a. [Social Media Policy and Anti-Bullying/Harassment Policy](#) – [Item 5a](#)
 - b. Progress Report re Goal Attainment - [Program Review](#)
 - i. Professional Development
 - ii. Increase Enrollment in Online/Hybrid Courses
 - iii. Develop Faculty Handbook
 - iv. Develop 3-year DE Plan
 - v. Develop State Authorization Policy
 - c. Online Faculty Issue – [DE Faculty Selection Policy](#)
 - d. @ONE Training Issue – [Online Course Development Policy](#)
 - e. Update – [Online Addenda Contact Types](#) - [CurricUNET](#)
 - f. OEI Update - <http://ccconlineed.org/>
 - g. @ONE Training Policy - [SDCCD Online Instructor Training \(http://www.sdccdonline.net/faculty/training/\)](http://www.sdccdonline.net/faculty/training/)
 - h. Other

- 6. Pending Items**
 - a. DE Newsletter
 - b. DE Plan and Online Faculty Handbook
 - c. State Authorization Policy

- 7. Next Meeting:** Wednesday, March 13, 2015, @ 1:30pm in Room 3102

- 8. Adjournment**

DISCUSSION/INFORMATION ITEMS

Discussion/Information Item 5a:

Social Networking Policy: Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the college.

Anti-Bullying/Harassment Policy

It is the policy of *Imperial Valley College* to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

***Cyberbullying:** Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

Discussion/Information Item 5c:

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 Chair and their Division Dean, as well as notify other FT/PT faculty within their department of their intent to develop the online course.
- Exceptions to this policy must be approved by the Vice President of Academic Services, the Academic Senate President, and the DE Coordinator.

IT IS FURTHER RECOMMENDED that step 1 in the IVC Online course Development Policy be revised as follows:

1. Obtain approval to develop an online or hybrid course from Department Chair and Division Dean, as well as notify the other FT/PT faculty within your department of your intent to develop the online course.

Discussion/Information Item 5e:

IT IS HEREBY RECOMMENDED that the Curriculum Committee, with the assistance of the DE Coordinator, review and approve revisions to the current course online addenda as needed to insure that online course contact types are correctly listed and in compliance with the IVC Regular and Effective Contact Policy.

IT IS FURTHER RECOMMENDED that, at a minimum, all online course addenda list the following contact types:

- 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