



IMPERIAL VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES  
Wednesday, April 9, 2014  
1:30 p.m. – Economic & Workforce Dev. Conference Room (1704)

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.

### **Membership**

- Brian McNeece, Administrative Representative, Co-Chair
- Gaylla Finnell, Distance Education Coordinator, Co-Chair
- Kevin Howell, Faculty Representative
- Ralph Marquez, Faculty (non-teaching) Representative
- Deirdre Rowley, Faculty Representative - *Excused*
- Xochitl Tirado, Faculty Representative
- Mary Jo Wainwright, Faculty Representative - *Excused*
- Martha Olea, Classified Representative
- Paige Lovitt, DSPS Representative
- Omar Ramos, Technology Representative
- Melody Chronister, Recording Secretary

Others Present: None

### **1. Call to Order**

Coordinator Finnell called the meeting to order at 1:34pm on Wednesday, April 9, 2014.

- a. Roll Call
- b. Membership Changes (none)

### **2. Consent Agenda**

- a. Approval of Minutes for March 12, 2014  
*M/S/C McNeece/Lovitt to approve the minutes dated March 12, 2014 as presented.*  
*Motion Carried Unanimously.*

### **3. Action Items**

- a. Policy Statement – Regular Effective Contact  
*M/S/C Lovitt/Olea to approve the Regular Effective Contact Policy with the modifications discussed.*  
*Motion Carried Unanimously.*

Coordinator Finnell shared that much pressure is coming down from the state regarding regular effective contact. She used Grossmont College's existing Regular Effective Contact policy as a guide. We must have policies that have faculty-initiated contact on a regular basis in the online courses. Reading of policy ensued. McNeece is concerned about the content, is three items out of the twelve methods of contact listed enough to prove effective contact? He

recommended more be made mandatory. Consensus was reached that items A-D and H be mandatory, with a minimum of two additional items from the remaining options; with item J removed from the list completely.

b. Syllabi Template – Online Courses

*M/S/C Tirado/Lovitt to accept the presented changes to the syllabus template to be used for online courses.*

*Motion Carried Unanimously.*

Discussion ensued regarding the need to revise the syllabus template to be more suitable for an online course. Coordinator Finnell received suggestions from individual faculty who are in the process of developing their online courses. Changes were made to the Course Requirements and Instructional Methods and Classroom Etiquette sections. All document links were made ADA compliant. Finally, “subject to change without notice clause” was added to the end of the template.

c. Position Paper – Regular Effective Contact

*M/S/C McNeece/Lovitt to approve the position paper as presented.*

*Motion Carried Unanimously.*

Coordinator Finnell presented the position paper to be submitted to Academic Senate to show that the recent established Regular Effective Contact and Online Syllabus Template Policies were recommended by the Distance Education committee. This paper provides additional details as to the need to develop and establish said policies.

d. Blackboard Course Menu

*M/S/C Ramos/Tirado to approve the modification of the default Blackboard course menu options as presented in option one.*

*Motion Carried Unanimously.*

As discussed in previous DE meetings, the default Blackboard course menu options should be reviewed and modified to start with only the basics. Since Blackboard is used not only for online teaching, it was suggested to start with only the basic options, and then let those faculty interested in adding more do so. The information literacy and student learning links have been fixed, so they will now work and should be left on the menu. A link to the IVC Library was also added. These three links will appear as the last three menu options. Two proposed menu options were presented. The committee unanimously selected option one. The option one menu included the following options: Course Home, Announcements, Calendar, Syllabus, Resources, Email; then a line, and then Information Literacy, IVC Library, and Student User Guide.

#### **4. Discussion and Information Items**

a. Online Orientation

Member Howell presented an example of an online effectiveness quiz from Ferris State University-Online that students can take to determine if they are ready to go online. He also presented modules from the Online Learning Orientation used by Black Hawk College. Finally, a Blackboard video tutorial page was presented. Member Ramos indicated he would see what resources are available to consider

the addition of this material to the IVC website. Member Howell will continue to research this topic with the hopes to roll out something by the Fall 2015 semester. Discussion ensued on when and how this material would be delivered. Research would be done to see if this could be an open-entry/open-exit course that would serve as a prerequisite to all online courses. This may assist in closing the gap in success and retention in online courses versus face-to-face courses.

b. ADA Compliance Issues

Coordinator Finnell is researching Section 501 on ADA compliance and how it applies to IVC's online courses. She is presently looking for additional training and resources on this topic. A suggestion was made by Member Wainwright to require the faculty to complete the @ONE Accessibility course before being allowed to teach online, due to the importance of this topic. Concern was expressed about how this would be received by those faculty members that are already developing courses. It was recommended to bring this back as an action item to the next Distance Education Committee meeting.

i. Media Services

Coordinator Finnell has registered for the Online Learning and Copyright webinar to learn more about this issue.

c. Online Course Productivity

Reviewed the productivity formula and how it relates to face-to-face versus online courses. Productivity would be looked more closely next year during the next program review.

d. Bb EXCEL Test Question Upload

Reviewed the document presented. It was suggested to make this available to faculty on the College website and/or offer a brief workshop to faculty members that are interested.

e. Substantive Change Issues

i. ADT's

VP Berry has been in touch with ACCJC on this issue. Previously it was assumed that the ADTs would have their online approval grandfathered in if a local major previously existed. This assumption holds true, but if there was **not** already a substantive change proposal on file for the major in question, then the creation of an ADT that has more than 50% of its courses with online addenda then it will indeed need a substantive change proposal.

ii. Discrepancy in 2012 Substantive Change Proposal

ACCJC requested additional data on our programs that had more than 50% online. In October we submitted 7 degrees and 3 certificate versus the 13 degrees and 10 certificates submitted previously to ACCJC. It was determined this was due to a change in the way the data was collected the second time it was submitted. VP Berry contacted ACCJC and was requested to submit a letter to clarify the true list of programs that are offered 50% or more online. This letter was sent.

f. DE Plan and Online Faculty Handbook

Coordinator Finnell shared that her goal originally was to have this ready by the end of the semester, but this is not feasible based on the time needed to complete the shared governance process. The revised goal is to work on this throughout the Summer and present them in the Fall 2014.

g. Sharepoint

Coordinator Finnell shared that this program is now available and is a new way to collaborate with each other.

h. Online Course Development and Training Update

A few faculty members have withdrawn their courses for evaluation to be offered in Fall 2014 due to time constraints and/or present status of their course(s).

The Psy204 course was also withdrawn as it was determined it could trigger the need to submit a substantive change proposal; which cannot be approved until the College is off sanction.

Other faculty members have contacted Coordinator Finnell to inform her that they are interested in teaching online and are enrolled in the @ONE course(s) required. She reminded them of the present process of approval, which includes getting prior approval from the Department Chair before starting their course development.

i. Course Map Template

A template was briefly reviewed.

j. 1<sup>st</sup> Step Booth April 12, May 3, and May 31

An informational booth on DE will be available at the 1<sup>st</sup> Step events listed above.

k. Online Teaching Conference 2014: San Diego, June 20-21, 2014

Brief update on the conference provided.

l. SDICCCA/Chancellor's Office DE Coordinator Committees

Brief update on the conference provided.

**5. Other**

None

**6. Next Meeting**

a. The next Distance Education Committee will be determined at a later date to vote on the possible additional @ONE course requirement prior to being allowed to teach online discussed in item 4.b. before the end of the Spring 14 semester.

**7. Adjournment**

a. Coordinator Finnell adjourned the meeting at 3:07pm

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| In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Distance Education Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority. |
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