



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Tuesday, August 18, 2015
12:50p.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 June 10, 2015
- 3. Action Items**
 - a. DE Committee Evaluation AY2014-15
 - b. Position Paper re Committee Term Limits
 - c. Appointment of Evaluation Team
 - d. Appointment of DE Strategic Planning Subcommittee
- 4. Discussion and Information Items**
 - a. Setting of Bi-Monthly Meeting Schedule
 - b. Canvas/OEI Campus Forum – September 9, 2015 @12:50-1:50pm
 - c. Reverse Mentoring Program
 - d. DE Program Evaluation
 - e. DE Program Accreditation Report
 - f. Blackboard Training
- 5. For the Good of the Order**
- 6. Under Development**
 - a. DE 3-Year Plan
 - b. Online Faculty Handbook
- 7. Next Meeting:**
 - a. As Agreed: _____
 - b. Tuesday, September 21, 2015, @12:50-1:50pm in Room 3102
- 8. Adjournment**

Date (3rd Tuesday of Each Month)	Time	Location
Tuesday, August 18, 2015	12:50-1:50pm	Room 3102
Tuesday, September 21, 2015	12:50-1:50pm	Room 3102
Tuesday, October 19, 2015	12:50-1:50pm	Room 3102
Tuesday, November 16, 2015	12:50-1:50pm	Room 3102

Action Items

Action Item 3a

		Imperial Valley College Campus-Wide Standing Committee Self-Evaluation Form					
Committee Name: Distance Education Committee							
Committee Charge (Summary): 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.							
For Academic Year: 2014-15				Date of Self Evaluation: August 18, 2015			
Month	Meeting Date(s)	# of Members Attending	Agendas E-Mailed in Advance?		Minutes Posted On-Line?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Sept	09/10/14	12	√		√		Approved recommendation to add a PT Faculty Representative to the committee membership. Established plan of action for adoption of State Authorization Policy. Appointed DE Course Evaluation Team for AY2015-15. Approved DE Committee Evaluation Team for AY2013-14. Discussed and reviewed Course Development Policy and Faculty Training/ Certification policy.
Oct	10/08/14	9	√		√		Approved adding Accessibility training to @ONE courses required prior to teaching online. Approved modification to faculty selection for online course development policy, adding requirement that all faculty within a department be consulted to insure compliance with contractual seniority rights. Approved minimum contact requirements for online course outlines in CurricUNET to insure demonstrated compliance with Regular and Effective Contact Policy. Approved DE Program Review for AY2013-14. Reviewed recommended Course Map Template.
Nov	11/12/14	10	√		√		Approved Course Map Template. Discussed updates on the DE Faculty Selection Policy, Online Course Development Policy, Online Addenda Contact Types, request for PT Faculty Committee Member, State Authorization, and OEI Pilot. Discussed sample policies on Social Networking and Anti-Bullying/Harassment (Cyberbullying).

Dec	12/10/14	10	√		√		Discussed sample policies on Social Networking and Cyberbullying. Reviewed status of committee goal attainment for AY2014-15.
March	03/11/15	12	√		√		Continued discussions on Social Networking and Cyberbullying policies. Discussed @ONE Training policies and course development procedures. Discussed State Authorization deadline July 2015. Reviewed status of OEI Pilot.
Apr	04/14/15	11	√		√		Direction given to Chair on proposed Social Networking and Cyberbullying policies. Reviewed status of new course evaluations. Rejected faculty request for waiver of @ONE training requirements and referred matter to the DE appeals board.
May	05/13/15	10	√		√		Approved State Authorization Policy. Approved revisions to AP4105, to be forwarded to the VP of Academic Services for review and consideration by the Executive Council. Ceased work on proposed Social Networking and Cyberbullying policies due to conflict with concurrent work being done by other campus committees.
June	06/10/15	8	√		√		Discussed committee 2-year term limits resulting in the loss of two trained course evaluators. Will explore options to insure that trained evaluators are allowed to continue committee membership in support of continuity in service and quality of DE program.
Average Attendance		10					
Major Committee Accomplishments & Achievements in Past Year			<ul style="list-style-type: none"> • Added PT Representative to insure equitable representation. • Adopted State Authorization Policy in accordance with CCCCCO directive. • Modified policy for selection of faculty for online course development. • Revised @ONE Training policy to require Accessibility training prior to teaching online in support of ADA compliance. 				
Major Obstacles/Problems with Committee Function			<ul style="list-style-type: none"> • Loss of two members of the committee evaluation team due to term limits. • Inefficiency due to duplication of efforts in policy development. • Confusion as to process for Academic Senate policy review/approval. 				
Recommendations for Improving Committee Process/Efficiency			<ul style="list-style-type: none"> • Waive term limits for committee members serving on the course evaluation team. • Coordinate actions with Academic Senate and IT to reduce potential for duplication of efforts. • Clarify procedures for reporting actions to the Academic Senate. 				

Review of Goals from Previous Year	1 Goal Completion: Developed State Authorization Policy. Related to: Institutional Goal 2
	2 Goal Completion: Evaluated Instructor @ONE Online Training Policy. Related to: Institutional Goal 2
	3 Goal in Progress: Developing DE Plan and Online Faculty Handbook. Related to: Institutional Goal 2
	4 Goal Completion: Facilitated successful participation in OEI pilot. Related to: Institutional Goal 2
Committee Goals for Coming Year	• Goal 1: Facilitate successful participation in OEI pilot. Related to: Institutional Goal 2
	• Goal 2: Facilitate successful campus transition to Canvas CMS. Related to: Institutional Goal 2
	• Goal 3: Obtain waiver of term limits for DE evaluation team members. Related to: Institutional Goal 2
	• Goal 4: Develop Reverse Mentoring Program. Related to: Institutional Goal 2
	• Goal 5: Develop 3-Year DE Plan and Online Faculty Handbook Related to: Institutional Goal 2
Chair/Co-Chair Signature: _____	
Chair/Co-Chair Name: <u>Gaylla A. Finnell</u>	
Chair/Co-Chair Signature: _____	
Chair/Co-Chair Name: <u>David Zielinski</u>	
INSTITUTIONAL GOALS	
<p>Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.</p> <p>Goal Two (Student Learning Programs and Services): The College will maintain programs and services which support students success and the attainment of student educational goals.</p> <p>Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.</p> <p>Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will each establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.</p>	
MISSION	
<p>The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.</p>	

Action Item 3b

Committee: DE Committee

Committee Topic: DE Committee Term Limits

DE Committee Term Limits

Statement of Current Policy

- Faculty representatives serve 2-year terms and are subject to removal at the end of their terms at the discretion of the Academic Senate.
- Removal of faculty serving on the DE Committee Evaluation Team causes the loss of experienced and trained evaluators, adversely affecting the development of distance education at Imperial Valley College.

DE Committee Involvement and Previous Actions

- The DE Committee was advised at the end of AY 2014-15 that two of their committee members were being replaced to allow other faculty the opportunity to serve on the committee. This action removed two of the three faculty serving on the DE Committee's Evaluation Team, adversely affecting the committee's ability to provide expert services for the development of new online courses at IVC.
- The DE Committee expressed concern about this issue during its meeting on June 10, 2015, and agreed that term limits for DE Committee Evaluation Team members should be waived to insure that the committee has experienced and trained evaluators to assist faculty in the development of new online courses.

DE Committee Position

- Faculty serving on the DE Committee's Evaluation Team should be exempt from committee term limits to insure the continuity of services for faculty developing new online courses.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

- That the Distance Education Committee term limits be waived for faculty serving on the DE Evaluation Team to insure the continuity of services for faculty developing new online courses.
- That the Academic Senate amend their By-Laws to waive term limits for faculty serving on the DE Committee Evaluation Team.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on August 18, 2015.

Gaylla A. Finnell, Co-Chair

David Zielinski, Co-Chair

Action Item 3c

Appointment of Evaluation Team

WHEREAS, Evaluation Team members Xochitl Tirado and Deirdre Rowley were removed from the DE Committee due to term limits.

NOW BE IT RESOLVED that the following individuals be appointed to the DE Committee's Evaluation Team for AY 2015-16:

Nominated: Nannette Kelly (current evaluator)

Nominated: _____

Nominated: _____

Nominated: _____

M/S (_____/_____) to appoint

as members of the DE Committee Evaluation Team for AY2015-16.

Action Item 3d

Appointment of DE Strategic Planning Subcommittee

WHEREAS, the DE Committee must develop a strategic plan for Distance Education at Imperial Valley College; and

WHEREAS, the development of a DE Strategic Plan is a collaborative process and is best facilitated through a subcommittee process.

NOW BE IT RESOLVED that the following individuals are appointed to the DE Committee's Strategic Planning Subcommittee and are directed to develop a draft plan for the committee's consideration and action:

Nominated: _____

Nominated: _____

Nominated: _____

Nominated: _____

M/S (_____/_____) to appoint

as members of the DE Committee's Strategic Planning Subcommittee for AY2015-16.