



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES

Tuesday, November 12, 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.

Membership

- Gaylla Finnell, Distance Education Coordinator, Co-Chair
 - David Zielinski, Administrative Representative, Co-Chair
 - Kevin Howell, Faculty Representative
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative
 - Austen Thelen, Faculty Representative
 - Ric Epps, Faculty Representative
 - Cathy Zazueta, Faculty (non-teaching) Representative (Excused)
 - Glenn Granish, Part-Time Faculty Representative
 - Martha Olea, Classified Representative
 - Paige Lovitt, DSPS Representative
 - Omar Ramos, Technology Representative
 - Joy Tango-An, ASG President and Student Representative
- Recording Secretary: Melody Chronister

Others Present: Benjamin Barajas

1. Call to Order & Welcome

2. Consent Agenda

- a. Approval of Minutes for October 27, 2015
The October 27, 2015 DE Committee Minutes were accepted as presented.

3. Action Items

- a. DE Program Review
Committee members were given until Friday 10/30/15 to provide feedback electronically at the last meeting. Coordinator Finnell incorporated the feedback received into the final document. The main changes were on the future goals. Based on the feedback received, the new goals incorporate the need for additional staffing to sustain and grow the program. Faculty have been continuing to ask for additional support, including an instructional media designer and additional technical support for students. The student representatives present were in favor of this recommendation, saying it was desperately needed. Educational technology is becoming more integrated into education, which is why adequate support is crucial. Reviewed the future desired structure of the distance education program. The committee agreed that the program review as presented sets the program up to attain this goal.
The future goals also reflect the need for additional funding for training. One goal is to ensure that all faculty are trained on how to use Canvas. **It was recommended to increase the budget request from \$6,000 to \$12,000 due to the high level of training needed**, as well as to adequately cover the travel needed for continued participation in the OEI pilot program.
Another future goal was to develop a 3-year DE plan. A recommendation was made to have an all-day retreat to work on this document, to best allow for a continuous flow of ideas.
Another future goal was to hire a position that would be responsible for coordinating the incarcerated students program. The State of California is asking for an incarcerated program, but we do not have the

staff needed to make this happen. Calls are coming in frequently from the State and prison facilities inquiring on our progress in developing this program. Presently this falls under distance education, so the additional staffing request would be made in the Distance Education program review. It was made clear that if we are going to go forward with comprehensive prison programming, then we need a position dedicated to this program.

M/S (Granish/Tango-An) to approve the 2015-16 Distance Education Program Review for planning year 16-17 as modified and forward on to the Academic Senate for further discussion and approval.

Motion approved unanimously

4. Discussion and Information Items

- a. Closing the Gap in Student Success/Retention
Mira Costa is looking at online courses with the largest gap in success and retention and have asked for grant money (through SSSP) to have someone work with the faculty member to help re-design it for greater student success. Through this effort instructional design support would be partnered with faculty to accomplish this task. A stipend was provided to the designer providing the support. This clearly ties into the student success and student equity funding requirements. Coordinator Finnell asked the committee if they would be interested in attempting to roll out a similar program – the committee overwhelmingly supported this idea and would like to see it go forward.
- b. New OL/Hybrid Courses for Winter/Spring 2016
All courses were approved that were submitted. Some needed minor revisions.
- c. New OL/Hybrid Course Submission Deadlines
The current deadline is 6 weeks prior to the start of registration. The challenge is getting them approved before the start of priority registration. The challenge now is this deadline is still proving difficult when considering other timelines on campus. One potential suggestion was to move the deadline to align with the curriculum process or at very least require a “statement of intent to develop” while annual schedules are being created by the Chair/Coordinator so that the courses are tentatively accounted for in the annual schedule development process and budget projections. **This recommendation will be shared with President Heumann to potentially incorporate in the DE development requirements being reviewed by the Academic Senate next week.**
- d. Position Paper: DE Course Development Process – Update
The Academic Senate did not have a chance yet to discuss the changes recommended by the Distance Education committee at the October meeting. It is scheduled to be discussed at their next meeting, Wednesday November 18th. One issue identified was the constraint on faculty’s ability to determine what courses could go online. It was discussed that this is still faculty driven via the curriculum process, and should not be hindered by this revision.
- e. Position Paper: Adoption of Canvas CMS – Update
Resolution passed at Student Senate. It is going to Academic Senate next.
- f. OEI Update
 - i. Canvas Implementation
 1. IT integration and Timeline
The timeline is being developed.
 2. Canvas Training – Faculty and “Train the Trainers”
Coordinator Finnell and member Howell are planning to attend.
 - ii. Net Tutor and WorldWideWhiteboard
Awesome tool. Training to come. Will assist with the tutoring needs of our students.
 - iii. SDICCATutoring Consortium

Continuing to meet with SDICCCA partners to discuss this topic.

- iv. QUEST for Success OL Student Readiness
Additional tool made available to OEI courses
- v. OEI Consortium
- vi. OEI Counselor
An OEI counselor will be trained on how to assist students with OEI.
- g. DE 3-Year Strategic Planning Taskforce
Planning for a retreat sometime in the early spring 2016 semester.
- h. Reverse Mentoring Program
Still in progress.
- i. Technology and DE Training
 - i. SDCCD Distance Learning Summit
Many were able to attend, it was an informative event. Coordinator Finnell thanked everyone who was able to attend.
 - ii. Partnering with IT and ICOE for Technology Trainings
Still in progress. Upcoming trainings being discussed.
 - iii. @ONE Trainings
Additional Canvas courses have been added that start in the Spring 2016. Encouraged members to enroll.

5. For the Good of the Order

None

6. Under Development

- a. DE 3-Year Plan
- b. Online Faculty Handbook

7. Next Meeting:

- a. Tuesday, February 23, 2016, @12:50-1:50pm in Room 3102

8. Adjournment

Date (3rd Tuesday of Each Month)	Time	Location
February 23, 2016	12:50-1:50pm	Room 3102
March 15, 2016	12:50-1:50pm	Room 3102
April 19, 2016	12:50-1:50pm	Room 3102
May 17, 2016	12:50-1:50pm	Room 3102