



**IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES**

Tuesday, March 15, 2016

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
 - Glenn Granish, Part-Time Faculty Representative (excused)
 - 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: Mary Jo Wainwright, Terry Norris, Josue Verduzco, Benjamin Barajas, Jeff Enz, Kathleen Dorantes

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 12:55pm.

2. Consent Agenda

- a. Approval of Minutes for November 12, 2015
The November 12, 2015 DE Committee Minutes were accepted as presented.

3. Action Items

- a. Appointment of Online/Hybrid Course Evaluation Team
Two members that served on the committee last semester are no longer official members of the DE committee (Ric Epps and Paige Lovitt). Because of this, we must re-confirm the course evaluators for the Spring 2016 semester. Discussion ensued on the faculty committee assignment language. It takes an average of 5 hours per course to evaluate. Members Howell and Kelly has agreed to stay on the team. Epps has also agreed to serve if approved (since this would be a separate assignment). Member Thelen has also agreed to join. There is still a need for an accessibility member since Paige Lovitt has moved to another department and can no longer serve in that capacity.
The OEI has a rubric they use to evaluate courses. There is a discussion about re-evaluation once a course is approved, and how this would look like.
M/S (Epps/Tango-An) to approve members Howell, Kelly, Epps, and Thelen to serve as the online/hybrid course evaluation team for the Spring 2016 semester with the understanding that an accessibility person must still be identified. Motion approved unanimously.
- b. Resolution Acknowledging Exceptional Service: DSPS Representative Paige Lovitt
WHEREAS, Paige Lovitt has served on the Distance Education Committee as the DSPS Representative since March 2, 2009; and
WHEREAS, Paige Lovitt has served on the Committee with great professionalism, dedication, and distinction; and

WHEREAS, Paige Lovitt graciously volunteered her time and expertise to the Committee, providing invaluable insights, perspective, and guidance throughout her tenure in support of access and accessibility for all students.

NOW, THEREFORE, BE IT RESOLVED that the Distance Education Committee acknowledges and extends its gratitude to Paige Lovitt for her dedicated service to the Distance Education Committee and notable contribution to the Committee's goal of expanding access and accessibility for all students, including those students who experience disabilities.

M/S (Tango-An/Epps) to approve the resolution as presented. Motion approved unanimously.

4. Discussion and Information Items

a. DE Coordinator Position

Coordinator Finnell shared a brief history of the position, and its transition from a re-assigned position to a full-time, non-teaching position. With Coordinator Finnell's announcement of retirement, there has been an ongoing discussion on the future status of this position. We need to continue to support and grow this program. FT faculty CTA President Wainwright shared that she and Academic Senate President Heumann has met with VP Akinkuoye to discuss the need to keep this as a full-time position. There used to be 3 full-time positions, so reducing this to anything less to a FT position does not seem feasible. The administration is presently researching how other Districts are supporting distance education programs. The revised job description must first go to the Board of Trustees, so earliest would be April.

Discussion ensued on the involvement of incarcerated student education as part of distance education.

b. Review of Faculty @ONE Training

A list was provided and reviewed of faculty member's status on @ONE course requirements. Coordinator Finnell shared with members to please send in certificates of completion when the course is over so that she can update the list.

It is still a challenge to get into the @ONE courses due to the demand. Because this is a continued challenge, the committee discussed granting approval to extend the deadline for those members unable to get into a course because it is full. It was agreed that extending the deadline through the summer (for those due in spring) was acceptable.

FT CTA President Wainwright shared that Article 17.18 for FT contract indicates that additional requirements to teach online will be covered by the District, but this is only for faculty already approved previously to teach online. There is also a \$200 stipend to transfer online course from Blackboard to Canvas. There are also changes to evaluation and intellectual property. She also offered to email faculty the list of contract changes as it pertains to DE – just send her an email requesting it.

Discussion ensued on the new 12-week @ONE course to see if the committee would be willing to accept this in lieu of the 5 separate courses. The OEI worked with @ONE to develop this course to improve faculty completion of the required certification. Concern was expressed about if these courses still qualified for college credit (for column advancement). Coordinator Finnell will find out and bring this topic back for further discussion.

c. Review of new online/hybrid courses under development

Reviewed the most recent list of courses.

d. ICOE Grant for High School Online College Program

ICOE has requested IVC to look for ways to increase access to distance learning at IVC. Email shared. This is to target students that live in remote areas (like San Pasqual). This has to do with the changes to the rules for high school students that have completed graduation requirements but still must take a full load as a high school student.

e. DE Substantive Change Proposal

Due by the end of the spring 2016 semester. This is the current priority. Research is being done.

f. OEI Update

- i. OEI Consortium and MOU
Hoping that we have a designated person by May (may or may not be possible) that is taking over as DE Coordinator effective July so that this person can start to be brought in to these meetings. Reviewed OEI timeline. Goal is to be the exchange pilot by Fall 2017.
- ii. Canvas Implementation and Timeline
 - 1. OEI Faculty Canvas experience
Moved to Canvas this semester (Spring 2016). The integration is one step, and teaching is another step. It is different than Blackboard.
Need a template for our college so that when the courses are imported into Canvas they fit a similar structure/design. This is critical for student success. She needs a team to help her put this together.
 - 2. Campus transition to Canvas
Goal is to have online courses transferred to Canvas by Fall 2016 and full campus launch by Spring 2017.
- iii. Net Tutor and WorldWideWhiteboard
Josue Verduczo is taking the lead on this project as the IVC tutorial specialist.
- iv. SDICCCATutoring Consortium
Josue Verduczo is taking the lead on this project as the IVC tutorial specialist.
- v. QUEST for Success OL Student Readiness
Tabled.
- vi. Proctorio/Cranium Café and additional online applications
Tabled.

g. Training

- i. @ONE Training Update
12-week course now available. See 4.b..
- ii. Campus Workshops
They are being planned for the Spring 2016 semester.
- iii. Tech de Mayo 2016 – Saturday, May 7th
Want to have a DE summit strand for Canvas training alongside of the K-12 strand.
- iv. OTC 2016 – June 16-17 in San Diego
Funds are very limited. Will research if funds are available from other sources.

5. For the Good of the Order

CTA President Wainwright requested that the members review the proposed online student course evaluation to get their feedback. Coordinator Finnell shared that this will be brought up at the next meeting.

6. Under Development

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

7. Next Meeting:

- a. Tuesday, April 19, 2016, @12:50-1:50pm in Room 3102

8. Adjournment

Coordinator Finnell adjourned the meeting at 1:51pm.