



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

Tuesday, May 31, 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 (excused)
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative (excused)
 - Austen Thelen, Faculty Representative
 - Ric Epps, Faculty Representative
 - Cathy Zazueta, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martha Olea, Classified Representative
 - Vacant, DSPS Representative – Norma Nava serving as alternate
 - Omar Ramos, Technology Representative
 - Benjamin Barajas, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Jeff Enz, Roxanne Nunez, Glenn Swaidon

1. **Call to Order & Welcome**

Coordinator Finnell called the meeting to order at 1:02pm

2. **Consent Agenda**

Approval of Minutes for April 19, 2016

The April 19, 2016 DE Committee Minutes were accepted as presented.

3. **Action Items**

- a. Position Paper: Section 508 Accessibility

M/S/C (Epps/Thelen) IT IS HEREBY RECOMMENDED that the Academic Senate meet with the DE Coordinator and IVC leadership to discuss the need for a 508 Accessibility Expert on staff to provide evaluations of online/hybrid courses prior to their approval for class schedules.

Motion Approved Unanimously

As she went through the courses with the new evaluators it has been difficult without Paige Lovitt serving as the DSPS evaluator, who focused on accessibility aspect of the course. The DSPS department indicated they can no longer assist in the evaluation process (outside of the scope of their responsibility). The laws are difficult to keep up with, so we must continue to strive to be 100% compliant. The question was asked where the compliance aspect fits. Is it the DE Committee? The procedure required 508 compliance reviewed, but it was not done prior (or after) Paige's involvement. The DE Committee should do their best to address accessibility issues, but they are not experts in this area. The committee members also only serve two year terms. We need an accessibility point of contact – whether it is in DSPS, a faculty member, etc. Discussion ensued about Ally by Frontier, which reviews all content in Canvas and returns a compliancy score. Reports are generated that allow

the College to identify where compliance issues are. This tool could be used by the recommended person/position to track and validate compliance.

This position statement was presented to make sure the College knows where we presently stand on accessibility issues – while also suggesting a way to address it.

4. Discussion and Information Items

a. IEPI Partnership Resource Team Visit – Debriefing

The team came down and gave a final report. The team made two recommendations: 1) develop a strategic plan that involves all stakeholders, and 2) Review and revise training and support for faculty and students. Coordinator Finnell agrees that developing a plan that involves all stakeholders is critical – instructional technology spans beyond just online courses. Training was also discussed – primarily that it should be done in a way that allows for a quicker turn around. It was asked what the DE Committee sees as the short-term goal for DE? Is it FTES growth? Other Colleges have more of an infrastructure. The structure and support must be there if the desire is to grow – and that takes additional resources.

b. Canvas Implementation Team Update

i. Campus Canvas Training – Melody

We had the forum and five training sessions thus far. They have been going well. A faculty member attended and requested a full-day training on Canvas versus these small voluntary sessions that are topic-specific. It was shared that because of limited funds the voluntary training was all that could be offered in the Spring 2016 semester. The CBA restricts the District from requiring faculty to attend training without compensation. Training opportunities continue to be discussed. It is hoped that TALCAS funds will help provide an avenue to provide additional Canvas trainings in the 2016-17 AY.

ii. Branded Course Shell – Melody

Two course shells were created and put on the Canvas Commons for faculty to import if desired. One is a full 16-week course, and the other is a simplified version that includes only a few home pages, a Q&A discussion board, and several clip art options an instructor can use when building their course and/or importing content from Blackboard.

iii. Introduction to Canvas Course – Gaylla

It is now available on Canvas. Discussion ensued on enrolling faculty and staff in the “course” so that they can gain access to this self-pace course. It was suggested to make the DE Committee members instructors in the course so that they can manually add users to the course if desired.

c. Online Faculty Training @ONE

i. Transition to 12-week program

Reminder that training is changing – finish it up if you are in the middle of it, because it is gone in a year.

ii. SDICCCA Training Options

Information was shared with committee members via email.

d. New OL Course Development and Evaluations Update

Six new courses and five instructors were approved for Fall 2016. Kevin Howell used Zoom to conduct the evaluation, and said it went really well. Question was asked about video conferencing. The Chancellor's Office recommends and uses Zoom. It was mentioned this needs to be discussed at Technology Planning so that a particular program is selected and supported. IVC presently uses Skype for Business and Zoom.

e. OEI Update

Accessibility discussed. We are also one of few colleges that does not have a plagiarism feature in Canvas. The OEI knows that this is an issue for IVC and are working diligently to identify a tool at a reasonable rate.

- f. DE Coordinator Position Update
Position will be open to the public soon. It closed for transfer last week.
- g. DE Substantive Change Proposal
No update
- h. Online Teaching and Technology Training
 - i. OTC 2016 – June 16-17 in San Diego
3-4 faculty member plan on attending.
 - i. Other
None
- i. **For the Good of the Order**
None
- j. **Under Development**
 - a. DE 3-Year Plan
 - b. Online Faculty Handbook
- k. **Next Meeting:**
 - a. Tuesday, **August 23, 2016**, @ 12:50pm-1:50pm in Room 3102
- l. **Adjournment**
Coordinator Finnell adjourned the meeting at 12:51pm