



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, February 21, 2017
12:50p.m. – Classroom (2727)

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

- Xochitl Tirado, Distance Education Coordinator, Co-Chair
 - Nicholas Akinkuoye, Administrative Representative, Co-Chair
 - Ric Epps, Faculty Representative
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative
 - Austen Thelen, Faculty Representative
 - Kristen Gomez, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martha Olea, Classified Representative
 - Vacant, DSPS Representative
 - Omar Ramos, Technology Representative
 - Benjamin Barajas, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Mary Jo Wainwright, Terry Norris, Roxanne Nunez

1. Call to Order & Welcome

Coordinator Tirado called the meeting to order at 1:04pm

2. Consent Agenda

- a. November 15, 2016 Distance Education Committee Minutes

Minutes accepted as presented.

3. Action Items

None

4. Discussion and Information Items

- a. OEI

Our goal is to be part of the OEI Exchange Fall 2017. Only two courses – both ENGL110. The exchange did start this semester with 3 pilot colleges. They are looking at accepting new courses. Looking for C-ID courses. A total of 5 seats per course will be given to the exchange.

- b. Canvas

- Winter 2017 Canvas Help – Offered 20 sessions. Both FT and PT attended, approx. 15-20 attended, most came multiple times.
- Canvas-Staff Development/Training will be offered for online faculty on Saturday, March 18th using TALCAS funds. Focus is getting all online faculty read to teach in Canvas in the Fall. A survey draft was handed out for feedback.
- @ONE-OEI Staff Development (April 28th 9:00-4:00)
- Using the OEI rubric to improve your course. @ONE is coming to provide this training. This is a Friday training.

- Online Teaching Conference June 19-21 Anaheim, CA
Xochitl will be going, may have funds to take one person. If she does, she asked for volunteers from DE Committee to email her if they are interested.

c. DE Course Development

Two hand outs were provided – the current policy, and the proposed new policy. This is because of continued confusion with the course development process, which is hindering the development of new online courses.

The question was asked should they complete @ONE before expressing interest. Discussion ensued on right of first refusal. Consensus was it does apply to online courses. Continued to review the suggested minor changes. The changes proposed to the policy were made to ensure it is faculty driven. CTA President shared that all changes to this policy/process must go through CTA.

d. Canvas Training Update

The @One courses are still available. Coordinator Tirado also indicated she will be in the lab during the Winter 2017 Intersession for 2 hours a day, 4-days a week to help with anything related to Canvas. She is still working on a plan for training in spring. She is still working with Josue from Learning Services on student Canvas training.

e. IEPI

i. Strategic Plan

1. 3-year plan

Wants to setup a meeting for next Tuesday on the 28th to start discussion on the 3-year strategic plan. Ric Epps, Benjamin Barajas, and Nannette Kelly.

2. Faculty handbook

Still in progress, but will get done – goes hand in hand with strategic plan.

ii. Canvas transition for faculty and students

1. Faculty Training (Spring and Summer)

Tabled

2. Student Orientation

Tabled

5. For Good Of the Order

None

6. Next Meeting:

- a. Tuesday, March 21, 2017 @12:50-1:50pm in Room TBD

7. Adjournment

Meeting was adjourned at 1:54