



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

- Xochitl Tirado, Distance Education Coordinator, Co-Chair
- Nicholas Akinkuoye, Administrative Representative, Co-Chair - Jeff Enz serving as alternate
- Ric Epps, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Terrie Sullivan, Faculty Representative
- Dr. Austen Thelen, Faculty Representative
- Kristen Gomez, Faculty (non-teaching) Representative
- Glenn Granish, Part-Time Faculty Representative
- Martin Moreno, Classified Representative
- Vacant, DSPS Representative
- Omar Ramos, Technology Representative
- Benjamin Barajas, ASG Student Representative

Recording Secretary: Melody Chronister

Others Present: Mary Jo Wainwright

#### **A. Call to Order & Welcome**

Coordinator Tirado called the meeting to order at 1:00pm

Membership change: Martha Olea is being replaced by Martin Moreno as the classified representative. Martin is a microcomputer lab assistant. In this role, he works with students on the computers in the library. Coordinator Tirado indicated that his input will be very valuable to the committee, since he has first-hand experience working with students using Canvas.

Jeff Enz is serving as alternate for the administrative representative in Dr. Nick's absence.

#### **B. Consent Agenda**

1. February 21, 2017 Distance Education Committee Minutes

*Minutes accepted as presented.*

#### **1. Action Items**

None

#### **2. Discussion and Information Items**

1. Revision of DE Process

Reviewed latest draft of the proposed process revisions as discussed in past meetings.

Member Epps expressed a desire to see an exception clause be added to provide flexibility, somewhere along the lines "upon discretion of the DE Coordinator..." Caution was given on adding such a statement, as this takes authority away from the committee; placing it instead on one person. The committee reviewed the existing steps – which already include an extension or waiver based on an appeals process in Step 10, bullet 5. The committee came to a consensus that this item was fine as listed.

Conversation ensued on seniority selection for online course development. A question was asked if there should be a limit placed on the number of online courses being developed simultaneously by one individual.

It was pointed out that the courses being developed may not be offered in a single specific semester, so capping the number of courses being developed simultaneously seems problematic. The committee came to the conclusion that seniority should prevail, so the current proposed language is acceptable as is. This process will be brought to the next meeting as an action item.

2. DE Mission Statement

Reviewed the proposed mission statement for the Distance Education program. The committee supported the statement as presented. This process will be brought to the next meeting as an action item.

3. DE Definition of Online, Hybrid, Web-Enhanced

Reviewed the proposed definitions of web enhanced, hybrid, and online courses, according to the Distance Education committee. Conversation ensued on the use of Blackboard versus Canvas for web enhanced classes, as well as accommodations for students that do not have access to computers; specifically for web-enhanced classes. This led to a discussion on the lack of accessibility support for faculty and students. This topic will be brought back for further discussion at the next meeting.

4. Canvas Training update

This past Saturday a Canvas training was provided for current online faculty. There were about 15 in attendance. The training had positive feedback, with both instruction and one-on-one sessions available. Reviewed the tentative one-on-one training schedule for April and May. Interested faculty will be able to sign up and attend, if desired. It was shared that learning Canvas effectively takes more than one session, so members would like to encourage faculty to attend as many sessions as they can.

3. **For Good Of the Order**

Funding for Canvas trainers, course evaluators, and online course development practices are negotiation topics this year. The committee expressed support of these endeavors. CTO Enz shared that the video conferencing tool that the District is going to go with will be Skype. It is important to note that no video conferencing tool comes with captioning capabilities presently, so faculty cannot require students attend these meetings, instead making them optional.

4. **Under Development**

1. DE 3-Year Plan
2. Online Faculty Handbook

5. **Next Meeting:**

Tuesday, April 25, 2017, @12:50-1:50pm in Room 3102

6. **Adjournment**

Meeting was adjourned at 1:55pm