



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, April 25, 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

1. Call to Order & Welcome

The meeting was called to order 1:00pm.

2. Consent Agenda

- a. March 21, 2017 Distance Education Committee Minutes
Minutes accepted as presented.

3. Action Items

- a. DE Process
The additions reflect that if the course is not already offered online, all steps are needed. If the course has already been developed for online delivery, then only steps 1-3 and 8-11 are needed. The steps skipped have to do with curriculum development. A flow chart was suggested, to give a better visual of this process. Coordinator Tirado agrees this is a great idea. It was also suggested to **add language that full-time faculty will have priority over part-time faculty in step 5.**
Vote tabled until next meeting, so that the suggested changes and flow charts can be made prior to approval. Once the process is approved, the website will be updated.
- b. Mission Statement
Reviewed the mission statement draft. It was suggested to add a goal that reflects that we **stay current with the latest distance education educational technology.** Also made a modification to another goal to reflect **to meet career, transfer, and degree goals.**

*M/S (Thelen/Granish) to approve the mission statement as presented with the proposed edits.
Motion approved unanimously.*

4. Discussion and Information Items

- a. DE Definition of Online, Hybrid, Web-Enhanced
Definitions of each category reviewed. It was stated that once these definitions are approved, they should be reflected in the catalog, course schedule, and individual instructor's syllabus. The committee agreed. Students need to understand these differences.
Web-Enhanced can provide content online, but cannot cancel face-to-face sessions in lieu of online content, unless it is reported as an absence.
It was clarified that if 51% or more of the content is online, is **hybrid**. So if a class has a mandatory meeting, it is hybrid. Courses that fit this category will be reflected as hybrid in the schedule, starting in Fall 2017, once these definitions are approved.
Online is fully online, with no required face-to-face meetings or activities. Face-to-face meetings must be optional to students.
These definitions will come to the next meeting as an action item for approval.
- b. AP 4105
This is the distance education administrative procedure. The underlined text reflected has been added. Reviewed the additional content and the rationale for the additions. This AP will come to the next meeting as an action item for approval.
- c. Canvas Training update
The one-on-one meetings have received positive feedback from faculty. Much progress is being made. Coordinator Tirado encourage faculty to sign up for these trainings.

5. **For Good of the Order**

- This Friday is the Design to Align workshop. Coordinator Tirado encouraged members to register.
- Faculty member Wainwright shared what the District proposed on the topic of distance education.
- CTO Enz shared that Tech de Mayo is in two weeks, and to please sign up.

6. **Under Development**

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

7. **Next Meeting:**

- a. Tuesday, May 16, 2017, @12:50-1:50pm in Room 3102

8. **Adjournment**

Meeting was adjourned at 2:10pm