



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, May 16, 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 Akinkouye, Administrative Representative
 - 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: None

1. Call to Order & Welcome

The meeting was called to order 1:00pm.

2. Consent Agenda

- a. April 25, 2017 Distance Education Committee Minutes
Minutes accepted as presented.

3. Action Items

- a. DE Definition of Online, Hybrid, Web-Enhanced
Briefly summed up the discussion at the last meeting, reviewing the definitions discussed. Added the sentence that reflects optional face-to-face meetings can be offered for online courses.

***M/S/C (Thelen/Kelly) to approve the DE Definition of Online, Hybrid, Web-Enhanced as presented.
Motion approved unanimously.***

- b. AP 4105
As discussed at the last meeting, these suggested changes came from the Chancellors's Office.

***M/S/C Epps /Thelen) to approve the AP4105 as presented.
Motion approved unanimously.***

- c. DE Process
This item has been discussed over the past year, taking into account committee feedback. The resulting document contains three paths, based on the instructor and course in question. Path A – Has not completed @ONE requirements. Path B – Completed @ONE requirements and would like to develop a course that is not currently offered online. Path C – Completed @ONE requirements and would like to develop a course

that is already being offered online. Coordinator Tirado is hopeful this will address continued questions and concerns over the current development process. The process was reviewed in its entirety by the committee, making the following changes:

- Removed the red text in step four where it states "The division dean and/or department chair, or designee, shall notify (via District email) all FT/PT faculty within the department/division of the selected faculty member(s) who will develop the designated course(s) for online/hybrid development. (DE Coordinator must be CC'd in this email.)" – this is referenced in the new step 5.
- Bullet Number 5 Page 4 modification: "...will offer the course to the faculty member next in line based on the selection process."
- Item 7 in path A and B, changed word from "revise" to "revision"
- Bullet Number 3 Page 4, changed word from "agreement" to "contract"

***M/S (Thelen/Kelly) to approve the DE Process as presented, with proposed edits.
Motion approved unanimously.***

This will go to the academic senate next month.

4. Discussion and Information Items

a. Canvas Training Update

Still holding Canvas trainings, but participation has slowed down. Coordinator Tirado will provide sessions over the summer. She is also developing a session for students, that can be provided to counselors.

b. Publishers LTIs

Conversation is occurring across the state about incorporating publisher content in Canvas courses. This has to do with accessibility. Are we going to accept specific publishers? Some colleges are not allowing any publisher LTIs be incorporated in online courses due to these issues. Next semester this topic will be addressed further.

5. For Good of the Order

Briefly discussed courses offered using telephone/video technology.

6. Under Development

a. DE 3-Year Plan

b. Online Faculty Handbook

7. Next Meeting:

- a. Fall 2017, @ 12:50-1:50pm in Room 3102

8. Adjournment

Meeting was adjourned at 1:48pm