



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, August 29, 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
- Jeff Enz, Administrative Representative, Co-Chair
- Ric Epps, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Terrie Sullivan, Faculty Representative
- Dr. Austen Thelen, Faculty Representative
- Paige Lovitt, Faculty (non-teaching) Representative
- Glenn Granish, Part-Time Faculty Representative
- Martin Moreno, Classified Representative
- Vacant, DSPS Representative
- Omar Ramos, Technology Representative
- Andrea Ruiz, ASG Student Representative

Recording Secretary: Melody Chronister

Others Present: Roxanne Nunez

1. Call to Order & Welcome

The meeting was called to order at 12:58pm

2. Consent Agenda

- a. May 16, 2017 Distance Education Committee Minutes
Minutes accepted as presented.

3. Action Items

None

4. Discussion and Information Items

- a. Senate Online DE Committee
Reviewed the goals of the Academic Senate state-level DE Committee. This includes: The updating of the 2009 Technology Paper; the professional guidelines and effective practices for using publisher-generated course materials; definition of regular, effective and substantive contact; use savings from adopting Canvas; and creation of local online education rubrics.
Member Epps identified his past experience with publishers, indicating that he is aware that they are working hard to maintain relevance, which includes modifying content to seamlessly embed in Canvas courses. As a member of the Academic Senate, he will also key an eye on this topic.
- b. Faculty Handbook & DE 3-Year Plan
The goal is to get these done this year. The handbook has been started.
The importance of the DE plan was brought to Coordinator Tirado's attention last year. This supports the program and ensures funding in future years.
Coordinator Tirado would like to schedule a separately monthly ad-hoc meeting to get this done. She asked for DE Committee members to consider participating in this effort. Granish, Epps, and Thelen volunteered.

- c. **IEPI Funds**

These funds have been available in accordance with the identified goals of the IEPI grant. We have approx. \$8,500 left. The Canvas one-on-one trainings will continue to be offered through October. It was suggested to offer topic-specific trainings; i.e. Canvas and YouTube. A student orientation Canvas shell is also being developed. It was suggested to send a few people to a Canvas master training session, if available. It was also suggested to bring another @ONE or OEI trainer to offer a voluntary training session. The TALCAS grant is working on a faculty development center, with the hope that DE will be an integral part of that program.
Discussion ensued on Canvas use from a faculty and student perspective.
 - d. **Future Online Course Development (Spring 2018)**

Reviewed list of courses that are currently in the process of being developed for potential offering in Winter/Spring 2018 (pending Dean scheduling approval).
 - e. **DE Evaluation Team**

Reviewed evaluator list and criteria for evaluator selection. Epps and Granish also volunteered, in the event they are needed.
5. **For Good of the Order**

Reviewed the present membership makeup. We can propose changes to the composition to the Academic Senate, since they must approve any standing rules/bylaw changes. This will be add to the next meeting's agenda.

6. **Under Development**
 - a. DE 3-Year Plan
 - b. Online Faculty Handbook

7. **Next Meeting:**
 - a. September 19, 2017, @12:50-1:50pm in Room 3102

8. **Adjournment**

Meeting was adjourned at 1:36pm.