



**IMPERIAL VALLEY COLLEGE**  
**DISTANCE EDUCATION COMMITTEE UNADOPTED MINUTES**  
Tuesday, October 24, 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 *-excused*
  - Ric Epps, Faculty Representative
  - Dr. Nannette Kelly, Faculty Representative *-excused*
  - 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, DSPPS Representative
  - Omar Ramos, Technology Representative
  - Andrea Ruiz, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Mary Jo Wainwright

#### 1. Call to Order & Welcome

The meeting was called to order at 1:04pm

#### 2. Consent Agenda

- a. August 29, 2017 Distance Education Committee Minutes  
*Minutes accepted as presented.*

#### 3. DE Coordinator Update

- The IEPI funds have been spent. Most of it was spent to bring in a Canvas trainer, who provided one-on-one and group trainings on various topics. The funds were also used to provide one-on-one sessions for faculty, taught by other IVC faculty. Additionally, the funds were used to create a Canvas Support course, to attach to every student's account, which provides how-to videos for students. Looking forward, considering adding student services information to this support shell, so that the individual syllabi do not have to be as long.
- The Online Education Initiative (OEI) is accepting new courses. They are looking for the course to have C-ID designation, be part of an ADT, be part of a CTE pathway, or have a prerequisite aligned with C-ID. She has a few faculty members that have indicated they are interested. Discussion ensued on the OEI process.
- Currently eight (8) new courses are being reviewed for Winter/Spring 2018. The instructors have received their feedback, and have until November 2<sup>nd</sup> to make needed corrections.
- The faculty training center is now open; it was purchased with TALCAS funds. It is located in Relo Row, by the old highway 111 entrance. There will also be another building added, specifically for distance education. More information to come at a later time.

#### 4. Action Items

None

#### 5. Discussion and Information Items

##### a. Regular Effective Contact

Western Governors University (WGU), which had a pending deal with the California Community College system on a transfer pathway, has faced scrutiny over regular effective contact (REC). They are being fined \$700 million for lack of compliance. This is presently being worked out through the legal process. Coordinator Tirado felt this was a great opportunity to review IVC's REC policy and the California Code of Regulations Ed. Code 55204: Instructor Contact. Coordinator Tirado indicated that our policy appears to comply, as long as faculty are adhering to this policy in their courses. The State may be in progress of updating their REC policy (Ed. Code) considering what happened with WGU, so she suggested we leave our policy as-is until those changes have been introduced.

##### b. Class Caps for Online Courses

The Curriculum Committee plans on discussing if distance education courses should have a different cap than face-to-face courses. Coordinator Tirado queried other colleges, to see if they have cap policies specifically for distance education courses. Reviewed those results collectively. The majority had the same class cap as their face-to-face counterpart. There were a few colleges that set a max cap for online courses, that may or may not be lower than the face-to-face section. Discussion ensued on what the committee's stance is on this issue. There was an agreement that a smaller class size for online courses would be beneficial, however, this could negatively impact the frequency for which this course is offered, since it would generate less FTES than its face-to-face counterpart. Need to find a middle ground, since there is also pressure to increase success and retention in the courses. Members indicated that they see similar student behavior in face-to-face sections, some participate, some do not. It was suggested to invite the Deans to this conversation, so they can better understand this topic from a faculty and student perspective.

##### c. Publisher Content in Online Courses

Tabled.

##### d. Virtual Community College

The Governor has asked for there to be an additional community college, that would be solely an online college. There is a workgroup that has been put together at the state level to respond to this request. When that response is made public, Coordinator Tirado will bring it back to the group for discussion.

#### 6. For Good of the Order

None

#### 7. Under Development

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

#### 8. Next Meeting:

- a. Either Tuesday, November 14<sup>th</sup> or Monday, November 27, 2017 @12:50-1:50pm in Room 3102. Coordinator Tirado will reach out to the members individually to decide.

#### 9. Adjournment

Meeting was adjourned at 2:03pm