



**IMPERIAL VALLEY COLLEGE**  
**DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES**  
Tuesday, November 14, 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
  - Terrie Sullivan, Faculty Representative *-excused*
  - 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
  - Miguel Ruvalcaba, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Allyn Leon

#### 1. Call to Order & Welcome

The meeting was called to order at 1:00pm. Coordinator Tirado thanked everyone for attending this special meeting.

#### 2. Consent Agenda

- a. October 24, 2017 Distance Education Committee Minutes  
*Minutes accepted as presented.*

#### 3. DE Coordinator Update

- a. Online Education Initiative (OEI)  
There are two courses in the OEI pilot planned for Spring 2018. Both are ENGL110, with 5 seats in each course designated to OEI, and 35 seats open to IVC students. The five seats have not yet been open to the OEI students. It appears that these will open sometime in December. Still wrapping up with the counseling and counseling scheduler training, which is why the seats have not yet been opened. A member that is participating in this training indicated that the online counseling tool is phenomenal.

#### 4. Action Items

- a. Committee Self-Assessment  
Discussed the self-evaluation process, including the timeline. Coordinator Tirado asked the committee for ideas on committee goals for 2017-18. The committee agreed to the following goals:
  1. Complete DE Handbook
  2. Complete Strategic Plan
  3. Encourage Development of More Online CoursesM/S/C (Granish/Epps) To suspend the rules to allow for vote on discussion item 5.a.  
Motion approved unanimously.  
M/S/C (Thelen/Kelly) Motion to approve the self-evaluation form, including goals, as presented.  
Motion approved unanimously.

## 5. Discussion and Information Items

- a. Committee Self-Assessment - *This item was moved to action based on motion to suspend rules.*
- b. Online Orientation Requirements for Students  
Question was asked of the committee if students should be required to go through an online orientation. It was pointed out that the CIS050 Online Orientation is still available for students to take. It is a one-unit credit class. It was also pointed out that the Quest for Success module is a great online readiness tool. Other schools have used it combined with a badge system, so that students that have completed the module do not have to do it again. The membership like this idea. One member shared that it would be nice to require the one unit class as a prerequisite, but it was pointed out that this would be approved by the Chancellor's Office under current prerequisite rules. It was recommended to put the modules in the online orientation already required by students. It was also suggested to add language in the schedule that recommends CIS050 be taken, as well as language about how to crash online classes. If the CIS050 class started before the other courses, that would be ideal, versus offering concurrently. It was pointed out that automated waitlists would help with the crashing issues.
- c. Publisher Content in Online Courses  
Many textbook publishers offer online content such as lessons, quizzes, and tests that are tied directly to the context of their textbook. Potential problems have been identified specifically when requiring students log into the publisher site. This includes: Accessibility, FERPA, and Title V. Reviewed the state and federal accessibility requirements. Students may not be charged for instructional materials (Title 5 59400 (b) and 59400 (c)). These requirements indicate students cannot be required to pay for access to electronic materials "designed primarily for administrative purposes, class management, course management, or supervision". The challenge with FERPA and publisher content is the accessibility of student's grades. If grades are being recorded on the third-party site, it could be a violation of FERPA. Presently nothing is in place to limit the use of electronic publisher content in the online development process. Discussion ensued on the benefits of using Canvas for grade records for all class, including face-to-face. The membership agreed that this needs to be brought back for further discussion. It was also recommended to bring this topic to the Curriculum Committee, since it impacts all classes, and not just distance education.

## 6. For Good of the Order

Discussed adding a resource link for student support in Canvas. It was shared that starting in the Spring, a Canvas/Student support shell will be rolled out, where students can access these resources. Unfortunately, at this time, manually adding a new menu item would be challenging. Other schools that have tried it indicated that it required additional personnel, due to frequent script writing because of Canvas releasing updates quarterly.

Question was asked about course caps. This was addressed at the last meeting, and is now being discussed at the Curriculum Committee.

## 7. Under Development

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

## 8. Next Meeting:

- a. Spring 2018, @12:50-1:50pm in Room 3102

## 9. Adjournment

Meeting was adjourned at 1:59pm.