



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED
Tuesday, March 20, 2018
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
 - Karla Espejo Rodarte, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: James Patterson, Mary-Jo Wainwright

1. Call to Order & Welcome

Meeting was called to order at 1:10pm.

2. Consent Agenda

- a. February 20, 2018 Distance Education Committee Minutes
Minutes accepted as presented.

3. Action Items

4. Discussion and Information Items

- a. Publishing Canvas Courses
Tabled

- b. OEI Course Review Rubric
Tabled

c. SWOT

The committee completed a SWOT (strengths, weaknesses, opportunities, threats) analysis of DE. The below information outlines the discussion:

Strengths of DE

- DE Coordinator
- DE Review Team (paid)
- DE Committee
 - Influence policy within the college

- Structuralized curriculum
 - Established DE Course Development Process
 - OEI –rubric, review process, tools, apps, @ONE website
- Students share positive feedback of DE courses
- Training: Canvas –students, faculty
- Opportunity for students to complete elements of the course via Canvas
- Lack of facilities cost
- Scheduling conflicts do not occur
- Offer students with (scheduling flexibility)
 - disabilities,
 - illness,
 - working adults,
 - mothers

Weaknesses of DE

- Technical support for faculty
- Pedagogical support
- Issues of student discipline with completion/timelines
- Lack of reading comprehension skills
- Accessibility requirements and lack of support
- Faculty recruitment
- DE Professional Development
- Student Readiness for DE
- Post review of DE courses
- Fair process for student's evaluation
- @ONE courses
- Inconsistent application of DE Process within departments
- Student HELP
 - Canvas
 - DE Courses
 - Lack of online tutorials within Canvas
- Lack administrative involvement and training
 - Knowledge of DE
- Lack of depth in course discussions
 - difficult to probe;
 - hard to have conversation
 - Lack of critical analysis

Opportunities in DE

- OEI –if we develop OEI approved courses
- DE only faculty (part-time)
- External professional development (conferences)
- Build a website with tutorials for faculty and students
- Offer fully online programs
 - Students from across the state
- OER (needs additional development)
- Equity money to improve online
 - Support from instruction

Threats to DE

- Lack of administrative support
- Faculty with technology challenges (support for these faculty members)
- OEI –if we do not develop OEI approved courses
- Administrators who do not believe in DE; lack of knowledge
- The college has very little room for growth so DE may not grow

- Scheduling of DE Courses
- State requirements
- Limited computer/internet access
- Inconsistent LMS –Etudes, BB, Canvas
 - Cost of LMS vs needs of faculty & students

5. For Good of the Order

Tabled

6. Next Meeting:

- a. April 17, 2018, @12:50-1:50pm in Room 3102

7. Adjournment

Meeting was adjourned at 1:49pm