



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, May 15, 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 (David Zielinski as alternate)
- Ric Epps, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Terrie Sullivan, Faculty Representative (Allyn Leon as alternate)
- 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
- Matthew Limon, ASG Student Representative

Recording Secretary: Melody Chronister

Others Present: Mary Jo Wainwright

1. Call to Order & Welcome

Meeting was called to order at 12:57pm

2. Consent Agenda

- a. April 17, 2018

Minutes accepted as presented.

3. Action Items

DE Faculty Handbook

The first reading occurred at the previous meeting. The only change made was the addition of a cover page and the incorporation of the appendices.

M/S (Thelen/Leon) to recommend the approval of the DE Faculty Handbook to the Academic Senate.

There was a recommendation to the change in the language on page 9, which references the faculty selection procedure. Since this section is modified separately in consultation with CTA, as it impacts working conditions, this motion would not cover this alteration. It was suggested to bring this section back for discussion in the fall semester. If and when changes are made, this page will be updated. Brief discussion ensued on DE course selection.

Coordinator Tirado was commended for the time invested into this document.

Clarification was requested on path C. Clarity provided. This section will be included in the conversation in the Fall.

Motion approved unanimously.

4. Discussion and Information Items

- a. Online Course Demand

Reviewed the number of total sections being offered online each semester for the past year. Shared that summer 2018 has two online courses already filled, first to fill. Shared the visioning process, which indicated that the community has expressed interest in more online classes.

IVC is very close to having a program completely online, only a few more specific courses are needed. Coordinator Tirado will work with the deans and chairs to address this issue. Her goal, as coordinator, is to continue to see the program grow and be successful.

Discussion ensued on the online college proposal made by the present governor, and how it creates an urgency to expand, so we remain competitive. It was also pointed out that we need to pay attention to our success rates, since 20% of the new funding model will be tied to student success. Should leverage the TLC to attempt to address these concerns.

Reviewed list of courses that currently have a DE addendum, and whether or not they are being taught online currently.

b. OEI Update

Reviewed courses that have DE addendum that also have C-ID, as these would be potential OEI courses. There are 33 new colleges that are part of OEI. Those colleges had to agree to offer 20% of all of their online courses through OEI within the first year. They also partnered with CSU for a "Finish Faster" summer program. Students will be able to search for online courses through this site. OEI colleges will still have a priority listing, but this is not the OEI exchange. The web address is ccconlineed.org for community college students and calstateonline.edu for CSU students.

c. DE Self-Evaluation

The initial evaluation was completed in November. It is now time to revise it for the next year.

The major accomplishments agreed on by the committee include: The DE Faculty Handbook, 17-18 AY approved 12 new online courses, and offered more professional development in partnership with TLC.

The major obstacles: attendance – trouble making quorum, location of meetings, time of meeting – campus hour limited meeting time.

Recommendations for improvement: Query members to determine the most appropriate location, date and time of the meeting (Doodle), review and make recommendation to modify the committee bylaws.

Goals:

- Complete the DE strategic plan,
- Continue to expand online class development,
- Identify avenues to address success and retention rates in DE courses, so students are setup to be successful in online courses.
- Create a Canvas course shell that provides student resources for DE course success.

5. For Good of the Order

- a. None

6. Under Development

- a. DE 3-Year Plan

7. Next Meeting:

- a. Fall 2018. There will be a Doodle poll sent out to determine date and time.

8. Adjournment

Meeting was adjourned at 1:51pm