# **Imperial Valley College**

## Campus-Wide Standing Committee Self-Evaluation Form

Committee N	lame		Distance Education Committee		
Committee Charge (Summary)			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.		
For Academi	ic Year		2013-2014		Date of Evaluation 9/10/2014
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept	25	6	1	1	Discussed online course development timelines, development of hybrid courses, and faculty @ONE Training.
Oct	23	10	1	1	Approved CurricuNet online DE Addendum form. Reviewed AP 4105 and AP 4101.
Nov	27	8	1	1	Discussed online course development timelines, faculty @ONE Training, and professional development.
Feb	12	7	1	1	Adopted a committee Value Statement, approved revisions to AP 4105, approved a Course Development Process and @ONE Online Training Policy, rejected faculty requests for waiver of the @ONE training requirements, agreed to request that the Academic Senate add a student representative to the committee membership, and selected a Course Evaluation Team. Discussed the DE Program Review and proposed budget.
Mar	12	7	1	1	Approved recommendation to Academic Senate that a student representative be added to the committee membership, approved a DE course priority evaluation policy, approved DE webpage policy statement re DE course development and @ONE training, approved DE course development checklist, approved DE course evaluation form. Discussed "Regular Effective Contact" requirements, ADA compliance, ADT Substantive Change, Blackboard menu options.
Apr	9	8	1	1	Approved Regular Effective Contact Policy, approved Syllabi Template for online courses, and approved Blackboard Course Menu modifications. Discussed online orientation, ADA compliance issues, ADT substantive change issues, and the development of a DE Plan and Online Faculty Handbook.
Avg Attendar	nce	8	100%	100%	
Major Accomplishments or Achievements in Past Year			Developed and approved a "Regular Effective Contact" Policy     Developed and approved DE Course Development Procedures & Policies     Sevaluated and approved 14 new online courses     Added a Student Representative to DE Committee membership		
Major Obstac Committee Fu		ems with	1	Misunderstanding	and/or lack of support of committee actions by campus community.
Recommendations for Improving Process or Efficiency			Improve campus understanding and support of committee's actions through regular reports to the Academic Senate and by distributing a bi-monthly newsletter to the campus community.		

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Review of Goals from Previous Year &	1 Goal Completion: Developed Online Course Development Policy Related to: Institutional Goal: 2				
	Related to: Institutional Goal: 2				
Related Institutional Goal	2 Goal Completion: Developed New Course Evaluation Policy  Related to: Institutional Goal: 2				
	3 Goal Completion: Evaluated and approved 14 new online courses  Related to: Institutional Goal: 2				
	Notated to. Institutional Goal. 2				
	1 Develop State Authorization Policy				
	Related to: Institutional Goal: 2				
	2 Evaluate Instructor @ONE Online Training Policy				
Committee Goals (if appropriate) for	Related to: Institutional Goal: 2				
Coming Year and list Related	3 Develop DE Plan and Online Faculty Handbook				
	Related to: Institutional Goal: 2				
	4 Facilitate successful participation in OEI pilot program				
	Related to: Institutional Goal: 2				
Chair/Co-Chair Signature	× 150.				
Typed or Printed Name	Gaylla A. Finnell, DE Coordinator				
Chair/Co-Chair Signature x Ruterson					
Typed or Printed Name Dr. James Patterson, Administrative Representative					
	IVC Institutional Goals				
Goal 1 (Institutional Mission & Effectiver The College will maintain programs & service earning and student success.	ess): ses that focus on the mission of the college supported by data-driven assessments to measure student				
ioal 2 (Student Learning Program & Ser The College will maintain programs & service	vices): es which support students success & the attainment of student educational goals.				
ioal 3 (Resources):					
	technological, physical, and financial resources to effectively support the college mission & the campus				
toal 4 (Leadership & Governance): the Board of Trustees & the Superintendents arning programs & services, & the financial	t/President will each establish policies that assure the quality, integrity, & effectiveness of student I stability of the institution .				

#### **IVC Mission**

The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities; to assist students in achieving their educational & career goals; and to be responsible to the greater community.