



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Wednesday, October 23, 2013
1:30 p.m. – Arts & Letters Conference Room, 2780D

Membership

- ☒ Kathy Berry, Administrative Representative, Co-Chair
- ☒ Allyn Leon, Distance Education Coordinator, Co-Chair
- ☒ Michael Heumann, Faculty Representative
- ☒ Kevin Howell, Faculty Representative
- ☒ Ralph Marquez, Faculty (non-teaching) Representative
- ☒ Deirdre Rowley, Faculty Representative
- ☒ Xochitl Tirado, Faculty Representative
- ☒ Mary Jo Wainwright, Faculty Representative
- ☒ Martha Olea, Classified Representative
- ☒ Paige Lovitt, DSPS Representative
- ☒ Omar Ramos, Technology Representative
- ☒ Melody Chronister, Recording Secretary

Others Present: Sidne Horton, ATLAS Rep.

Call to Order

Allyn Leon called the meeting to order at 1:35 pm on Wednesday, October 23, 2013.

Membership Changes

None

Consent Agenda

1. Approval of Minutes for April 4, 2013
M/S/C Wainwright/Ramos to approve the minutes dated April 4, 2013 as presented.
Motion Carried Unanimously.
2. Approval of Minutes for September 25, 2013
M/S/C Wainwright/Berry to approve the minutes dated September 25, 2013 as presented.
Motion Carried Unanimously.

Action Items

1. Distance Education Addendum
M/S/C Berry/Wainwright to formalize instructions for the DE Addendum.
This action pertains to the move from a fill-in paper form to the online DE addendum form available in Curricunet. It was also requested that a list of courses be made to reflect which ones have a DE addendum, and which do not.
Motion Carried Unanimously.
2. AP4105 Distance Education (First Reading)
M/S/T Rowley/Wainwright to review and update AP4105 Distance Education.

Discussion ensued on the process of student authentication for online courses. Although other options were mentioned, it was confirmed that the current policy is compliant with ACCJC requirements.

- Request was made to change all Etudes references to Blackboard.
- Request was made to change page 3 #4 by adding the words "if needed".
- Request was made to change page 3 by removing last paragraph and add the new policy for approval of online courses (also available in CTA contract).
- Request was made to change page 2 "Course Quality Standards" to "Course Outline of Record".
- Request was made to add "DE Committee review" to Course Quality Determination section.
- Request was made to add cost for required courses to be covered by faculty member and the potential of this course to be used towards salary advancement; but this was later determined to better fit in the DE Handbook versus the AP policy.

Member Lovitt confirmed that DSPS section on page 3 is still accurate and has not changed. Suggestion was made to look at adding a recency requirement and/or waiver option for the courses required for eligibility to teach online in future revisions of policy.

Motion Tabled until Co-Chair Leon can make the requested changes and bring back for further review and vote.

3. AP4101 Independent Study (First Reading)

M/S/C Rowley/Lovitt to review and update AP4101 Independent Study.

Co-Chair Leon reviewed other schools APs on independent study, and found that their policies are nothing similar to our AP. Distance education should not be included in this policy.

- Request was made to strike section referencing distance education and send to Linda Amidon, Administrative Assistant of Academic Services for review.

Motion carried unanimously.

Discussion and Information Items

1. Professional Development for Distance Education

Professional development training has taken place using ATLAS funding. A larger training session is being planned. Per distance education substantive change proposal, IVC needs a professional development plan for distance education. Co-Chair Leon has been in contact with other schools to learn of their professional development plans.

Member Wainwright suggested reinstating the Instructional Media Designer position indicating that the present Blackboard support does not provide pedagogical support, only technical.

Desire was expressed for one-on-one trainings. Question was asked if this support will be provided by the Distance Education Coordinator position approved for recruitment by the Board of Trustees.

A "wish list" item was suggested for a professional development center in the future.

Suggestion was made to create and post a workshop schedule so that faculty members can easily access and plan accordingly.

Suggestion was made to create handouts as a means for training on specific topics (example: Using Gradebook feature).

Suggestion was made to create a model course for faculty to reference/use as guide when developing their courses.

Suggestion was made to allow IVC faculty to provide training sessions if desired to satisfy one of the four training requirements mentioned in AP4105.

2. SDICCCA October 4, 2013 Meeting

Co-Chair Leon will be attending the meeting on Friday November 1st. These meetings are a great networking opportunity. He will bring back information to the next DE meeting.

Other

1. Co-Chair Berry announced that the Distance Education Coordinator position (non-teaching faculty) will be up for recruitment in the near future.
2. Member Wainwright asked about what “online orientation” meant in the current CTA contract, in reference to eligibility to teach distance education courses. Suggested revision to be more specific. This information was passed along to Sidne Horton (present), who is a CTA negotiator.
3. Member Olea brought up that students are asking for assistance with Blackboard consistently in the Library, and that just handing them a phone number to call Blackboard support is not working. They need assistance while sitting at the computers in the Library.
4. Discussion item was request for next meeting on the follow-up plan for online courses that were approved for the Fall 2013 semester under the new policy.

Next Meeting

1. The next Distance Education Committee meeting will be held on Wed., November 27, 2013.

Adjournment

Co-Chair Leon adjourned the meeting at 2:40 p.m.