Membership

☐ Kathy Berry, Administrative Representative, Co-Chair
☑ Allyn Leon, Distance Education Coordinator, Co-Chair
☑ 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: None

Call to Order

Allyn Leon called the meeting to order at 1:42 pm on Wednesday, November 27, 2013.

Membership Changes

Membership has been updated on the website.

Consent Agenda

1. Approval of Minutes for October 23, 2013
   M/S/C Howell/Rowley to approve the minutes dated October 23, 2013 as presented.
   Motion Carried Unanimously.

Action Items

1. AP4105 Distance Education
   M/S/C Rowley/Wainwright to **discuss** *AP4105 Distance Education.*
   Coordinator Leon notified committee that the edits requested at the October 23, 2013 meeting have been made, reducing the AP from 3 to 2 pages.
   Discussion ensued on the process of student authentication for online courses. Although other options were mention, it was confirmed that the current policy is compliant with ACCJC requirements.
1. Course Quality Determinations and Steps to Deliver Online Courses sections discussed; including the idea to accepting equivalent courses versus strictly @ONE in the future, but not at this time. Member Rowley expressed concern about hindering new online faculty by only accepting @ONE courses due to the lack of availability/offering.
   Coordinator Leon suggested to list the steps to deliver online courses in the Distance Education Handbook versus the AP, and instead only reference the handbook in the AP.
   Member Wainwright expressed concern about the need for additional Blackboard support with course development. Member Olea brought up that students are also asking for additional in-person Blackboard support when in the library using the computers.

Coordinator Leon indicated that he will make the additional changes requested to the Steps to Deliver Online Courses section and bring back to the next meeting for review and/or approval. *Motion Carried Unanimously.*

Discussion and Information Items
1. Course Development Timeline and Scheduling Classes
   Reviewed revised Course Development Timeline for Summer 2013-Summer 2014 document and discussed its impact on online course development.
   Reviewed 11-step Online Course Development document from Arizona Western College as an example of what IVC could setup as a distance education addendum to the College's Course Development Timeline. This example requires the requested online course be submitted for review and approval 6-8 months prior to the start of term requested. Coordinator Leon will work on a model tailored to IVC and bring to the next meeting for discussion.
2. Professional Development for Distance Education
   Coordinator Leon went over example provided from Mira Costa of multiple opportunities for faculty to participate in/receive professional development online. He indicated to the committee that he will work on a similar draft for IVC and bring to a future meeting for discussion.

Other
None

Next Meeting
The next Distance Education Committee meeting will be determined at a later date.

Adjournment
Co-Chair Leon adjourned the meeting at 2:43 p.m.