



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Wednesday, September 10, 2014
1:30 p.m. – Economic & Workforce Dev. Conference Room (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

- Dr. James Patterson, Administrative Representative, Co-Chair
- Gaylla Finnell, Distance Education Coordinator, Co-Chair
- Kevin Howell, Faculty Representative
- Veronica Soto, Faculty (non-teaching) Representative
- Deirdre Rowley, Faculty Representative
- Xochitl Tirado, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Martha Olea, Classified Representative
- Paige Lovitt, DSPS Representative
- Omar Ramos, Technology Representative
- Lidia Zambrano, Student Representative
- Melody Chronister, Recording Secretary

Others Present: Dr. Akinkuoye, Vice President of Instruction

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 1:38pm on Wednesday, September 10, 2014.

- a. Roll Call
- b. Membership Changes

Coordinator Finnell is pleased to announce that Lidia Zambrano has been selected to fill this position by the ASG President.

- Nannette Kelly replaced Mary Jo Wainwright as a faculty representative
- Veronica Soto replaced Ralph Marquez as faculty (non-reaching) representative.
- Lidia Zambrano appointed as student representative

2. Consent Agenda

- a. Approval of Minutes for April 9, 2014

This item has been tabled and deferred to the next meeting.

3. Action Items

- a. Position Paper – Committee Membership (PT Faculty Representative)
When the request went out to fill the two vacancies on the distance education committee, there was a number of PT faculty that expressed interest. However, these positions must go to full-time faculty members, as they have a contractual committee participation obligation. Coordinator Finnell's recommendation to the

committee is to specifically add a part-time representative to the committee. Member Rowley inquired about the guidelines surrounding requirements to teach online, and how it may impact PT faculty. Discussion ensued.

*M/S/C Lovitt/Soto IT IS HEREBY RECOMMENDED that the Academic Senate add a PT Faculty Representative to the voting membership of the Distance Education Committee. IT IS FURTHER RECOMMENDED that the PT Faculty Representative have experience in distance education.
Motion Carried Unanimously.*

b. Position Paper – State Authorization Policy

Federal law requires that institutions be authorized (or exempt from authorization) to operate in states where students and/or faculty currently reside (please reference agenda attachment 3b for detailed information). Co-Chair Patterson inquired on if the Colorado River Compact satisfies this requirement for Arizona, but Coordinator Finnell indicated that this is an additional authorization we would have to receive. Some states are charging for authorization. IVC must have a policy established by July 1, 2015. Two part-time faculty developing courses outside the state of California have been informed that they are no longer authorized to develop online courses due to this requirement. She is going to look at the cost of adding states other than California to be in compliance with the state requirement.

M/S/C Lovitt/Tirado IT IS HEREBY RECOMMENDED the following action be taken to establish compliance with the Department of Education regulations on State Authorization:

- *IVC cease the development of new online courses by faculty residing outside the State of California;*
- *IVC investigate the feasibility of processing requests for State Authorization in states where current employees who reside out-of-state live; and*
- *The DE Committee develops a proposed State Authorization policy for submission to the Academic Senate for processing and approval through share governance prior to the Department of Education's July 1, 2015, compliance deadline.*

Motion Carried Unanimously.

c. Appointment of DE Course Evaluation Team 2014-15

One course is already complete and ready for evaluation. Coordinator Finnell took a moment to recognize and applaud the work completed by the evaluation team during the 13-14 academic year. For the Spring 2015 semester, evaluations will need to be completed before priority registration begins November 10. Discussion on the number of members on evaluation team ensued. It was determined that having additional members serve is a benefit and can be allowed if there is a desire to serve. With this said, both Member Kelly and Member Soto expressed interest in serving on the Course Evaluation Team.

*M/S/C Lovitt/Rowley IT IS HEREBY MOVED that Deirdre Rowley, Xochitl Tirado, Paige Lovitt, and the DE Coordinator be confirmed as members of the 2014-15 DE Course Evaluation Team; and that Veronica Soto and Nannette Kelly be appointed as members to the DE Course Evaluation Team to replace Allyn Leon.
Motion Carried Unanimously.*

d. DE Committee Evaluation

Coordinator Finnell will be emailing the survey result to committee members at a later date. The survey results were used to compile the DE committee evaluation form. 2013-14 accomplishments and goals for 2014-15 listed on the evaluation form reviewed.

The evaluation form has a section that asked for major obstacles or problems and/or recommendations for improving efficiencies. The length of the meeting was brought up, but it was agreed that the existing schedule of 1.5 hour meetings once a month is appropriate.

Coordinator Finnell suggested developing survey students can take at the end of an online course as a means to collect feedback on their online experience. This idea was well received.

Coordinator Finnell requested that individual members submit any additional suggestions to her personally if desired.

M/S/C Rowley/Howell IT IS HEREBY MOVED that the DE Committee Evaluation is approved, as amended, and the DE Coordinator is directed to submit the evaluation to the Academic Senate for review during their September 17, 2014, meeting.

Motion Carried Unanimously.

e. DE Program Review and Setting of Goals

Unfortunately a copy of the program review is not available for dissemination at this meeting. However, a copy of the data used to support the narrative was presented, including success, retention, productivity, and fill rates.

No motion will be made on this item at this time as the document in its entirety must first be made available to the committee members for review.

f. DE Course Development Priority List

Coordinator Finnell wanted to bring this topic to the committee as it has been brought up as a concern. Discussed the courses that were rejected for Fall 2014 and the reasons surrounding these rejections (ranging from curriculum limitations such as needed a DE addendum and/or requiring a substantive change proposal to residency requirements). The committee reviewed the priority list of Winter/Spring 2015 courses under development. Member Kelly suggested that a requirement be established that prohibits or limits course development by part-time faculty members. Discussion ensued.

Coordinator Finnell will bring back a policy that clarifies course development priorities and processes for a vote to the next meeting.

g. Faculty Online Training and Certification

Since development slots have been released by other faculty members for Winter/Spring 2015, Coordinator Finnell will take a look at the requests slated for Fall 2015/Spring 2016, using the previously established prioritization of courses tied to transfer degree (using C-ID) or associate degree.

Coordinator Finnell will make available an updated course development prioritization list when possible.

4. Discussion and Information Items

- a. Blackboard Report – Omar
No major problems reported since the start of the Fall 2015 semester.
- b. ADA Compliance Report – Paige
Member Lovitt recommended that the accessibility course be considered as a required course prior to faculty being permitted to teach online as this course has proven very helpful in getting individual faculty member's courses ADA compliant prior to be slated for review by the Evaluation Team.
- c. OEI Update – Gaylla
IVC will be able to have additional support services as a result of participating in the Online Education Initiative pilot. A brief description of this initiative was presented. Member Rowley inquired about the online tutoring services provided. Coordinator Finnell shared that additional IVC faculty and staff participating in this pilot include Michael Heumann, Academic Senate President and Omar Ramos, Online Architect. IVC has been requested to submit five courses for the pilot, with a total of three courses being eligible for selection. Coordinator Finnell provided a list of courses that are desired by the OEI which are presently offered online at IVC. The deadline to submit the courses for this pilot is October 8th.
- d. Faculty Intellectual Property Rights Policy
Coordinator Finnell is discussing possible challenges with existing online course development policies with the VP of Instruction and CTA President.
- e. Review and revision of OL Addenda – “Regular Effective Contact” concerns
Working with Dixie Krimm, Curriculum & Academic Systems Specialist, to continue to ensure online addenda reflect regular effective contact language.
- f. Syllabi Template
The DE template is accessible; however, the general template is not. With that said, a new template is being developed by Coordinator Finnell to present to Academic Senate for review and approval. This template will also be brought to the DE Committee for review at a future meeting.
- g. Course Map Template
Developing a course map is currently a required assignment given in one of the mandatory @ONE courses. It is recommended that a template be developed and used by IVC faculty members. Coordinator Finnell will develop a template and bring to the next meeting for review.
- h. DE Newsletter
The first issue has been disseminated to the IVC Administrators, Faculty, and Staff. Coordinator Finnell is looking forward to developing and sharing future issues.
- i. DE Plan and Online Faculty Handbook
This will be a goal for the DE committee this year.
- j. Free Training Opportunities

Coordinator Finnell wanted to share the following training opportunities:

- i. Day with TechSmith – Friday, 09/19/14 @9:30am-3pm – SDCCD (Open Enrollment)
 - ii. Blackboard Symposium – Friday, 10/03/14 @10am-3pm – SDCCD (Open Enrollment)
 - iii. 2014 Distance Learning Summit – Friday, 10/24/14 @8:30am-3:30pm – SDCCD (5 Slots)
- k. SDICCCA/Chancellor's Office DE Coordinator Committees
Coordinator Finnell shared that there have been concerns expressed about the @ONE courses rigor, effectiveness, and timeliness. At the SDICCCA conference Coordinator Finnell learned that there are other training vendors available if the committee as a whole feels the need to pursue them. She will bring more information on this topic to a future meeting.

5. Other

None

6. Next Meeting

- a. The next Distance Education Committee will be Wednesday, October 8, 2014, @ 1:30pm in Room 3102

7. Adjournment

Coordinator Finnell adjourned the meeting at 3:10pm

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Distance Education Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.