



**IMPERIAL VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES**

**Tuesday, October 27, 2015**

**12:50 p.m. – Economic & Workforce Development 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**

- Gaylla Finnell, Distance Education Coordinator, Co-Chair
- David Zielinski, Administrative Representative, Co-Chair (Excused)
- Kevin Howell, Faculty Representative (Excused)
- Dr. Nannette Kelly, Faculty Representative (Excused)
- Terrie Sullivan, Faculty Representative
- Austen Thelen, Faculty Representative
- Ric Epps, Faculty Representative
- Cathy Zazueta, Faculty (non-teaching) Representative (Excused)
- Glenn Granish, Part-Time Faculty Representative
- Martha Olea, Classified Representative
- Paige Lovitt, DSPS Representative
- Omar Ramos, Technology Representative
- Joy Tango-An, ASG President and Student Representative (Benjamin Barajas served as Alternate)
- Melody Chronister, Recording Secretary

Others Present: Ric Epps, Jeff Enz

### **1. Call to Order & Welcome**

Coordinator Finnell called the meeting to order at 12:59pm on Tuesday, October 27, 2015.

- a. Membership Changes – Academic Senate appointed Glenn Granish as the new part-time faculty representative. Ric Epps will remain on the committee as an additional faculty representative (He is presently serving as a full-time temporary faculty assignment for the Fall 2015 semester).

### **2. Consent Agenda**

- a. **Approval of Minutes for August 18, 2015**  
*Minutes accepted as presented without modification.*

### **3. Action Items**

- a. Position Paper: AP 4101 – Independent Study  
This came back to the committee for review and modification as required. Received feedback from the Instruction Office as to what language could be included. According to the CCLC the local practice for Independent Study must include a number of items (see Action Item 3a). Most of the additional language suggested falls outside of the scope of the DE Committee, so it will be forwarded on to the Academic Senate for discussion and modification in addition to the language specifically recommended by the DE Committee as it pertains to Distance Education.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that, upon review of the suggested revisions of AP 4101 provided by the Office of Academic Services, that AP 4101 be revised as reflected in Action Item 3a.

*M/S (Epps/Sullivan) to approve position paper AP4101 – Independent Study as presented, and forward on to the Academic Senate for further discussion and approval.  
Motion approved unanimously*

b. Position Paper: DE Course Development Process

There continues to be issues with the interpretation of the online course development process. Some changes were made last year, but it was not sufficient. Area deans have contact Gaylla requesting that she review the policy and make changes to prevent/reduce these issues from recurring.

Presently faculty are being approved even though other faculty were not informed or given the opportunity to develop. This has caused conflicts as it violates the course selection process in the both full-time and part-time CTA Collective Bargaining Agreements. There has also been issues with the interpretation of what it is meant to develop 50% of the course. The committee suggested to change that statement to read "...the first half of the new online/hybrid courses based on a standard academic semester".

It is believe these proposed changes will address these issues. The VP of Instruction requested the additional statement that any development of basic skills and ESL courses must receive approval from the VP of Instruction.

Discussion ensued on establishing a time limit on developing after being granted approval through the selection process. This was due to past challenges with selected faculty members moving forward with completing the requirements and developing said course. Concern was expressed about the availability of @ONE course requirements. After a lengthy discussion it was agreed to establish a one-year time limit with an appeal process in the event additional time is needed due extenuating circumstances.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the Online Course Development Process needs revision to improve the process for the development of online/hybrid courses at IVC.

**THEREFORE**, the following revisions reflected in Action Item 3b to the DE Committee's Course Development Process are hereby approved and shall become effective when posted on the DE Committee Webpage.

*M/S (Sullivan/Lovitt) to approve position paper DE Course Development Process as presented.  
Motion approved unanimously*

c. Position Paper: Adoption of Canvas CMS

As recommended by the DE committee at their last meeting, a survey on switching to Canvas was sent to all faculty and staff. A total of 62 people took the survey. A total of 47 were either a Yes or Neutral vote (76%) with 15 voting not to make the switch (24%). This is a strong support for the conversion. The major concern expressed in survey comments was training, as this has been limited with past conversions. Reviewed the sample resolution provided by the OEI for the Canvas conversion (attached to the agenda). Discussion occurred on the Common Course Management System (CCMS) and the Exchange. Courses offered on the Exchange must be certified faculty and taught in Canvas. The Exchange is meant for students looking for particular courses that are challenging to get to complete their program.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that switching to Canvas is in the best interest of Imperial Valley College and its students – providing greater access to technology and resources in support of student success as reflected in Action Item 3c.

**IT IS THEREFORE RECOMMENDED** that IVC adopt Canvas as its CMS and commence working with the OEI for full implementation by the end of the current Blackboard contract on July 21, 2017, and that the IVC participatory governance adopt the attached sample resolution in support of the adoption of Canvas as the IVC CMS.

*M/S (Lovitt/Granish) to approve position paper Adoption of Canvas CMS as presented.  
Motion approved unanimously*

d. Program Review

The committee agreed there was not enough time to adequately review this document at today's meeting. A suggestion was made to discuss and approve the document via email. Coordinator Finnell requested that the members please pay close attention to the goals, suggesting edits and/or additions if necessary.

*M/S (Epps/Thelen) to continue the revisions for the Distance Education 2014-15 Program Review by email with suggested revisions be submitted by Friday 10/30/15 with a vote to be conducted via email.  
Motion approved unanimously*

**4. Discussion and Information Items (Tabled)**

- a. OEI Update
  - i. Canvas Implementation – Next Steps
    - 1. Blackboard Contract Ends **July 21, 2017**
    - 2. Campus Survey
    - 3. Resolution to Academic Senate/College Council/ASG
    - 4. Timeline
  - ii. Tutoring Consortium
  - iii. WorldWideWhiteboard
  - iv. QUEST for Success OL Student Readiness
- b. New OL/Hybrid Course Evaluations – Update
- c. DE 3-Year Strategic Planning Subcommittee – Update
- d. Reverse Mentoring Program
- e. Technology and DE Training – Update
  - i. SDCCD Distance Learning Summit
  - ii. Partnering with IT and ICOE for Technology Trainings
  - iii. @ONE Trainings
- f. SDICCCA DE Data

**5. For Good of the Order (Tabled)**

- a. None
- b.

**6. Under Development**

- a. DE 3-Year Plan
- b. Online Faculty Handbook

**7. Next Meeting:**

- a. Scheduled for Tuesday, November 17, 2015, @12:50-1:50pm in Room 3102, but will need to be changed in light of conflicting appointments. The revised date is to be determined.

**8. Adjournment**

The meeting was adjourned at 1:55pm.

<b>Date (3<sup>rd</sup> Tuesday of Each Month)</b>	<b>Time</b>	<b>Location</b>
<del>Tuesday, August 18, 2015</del>	<del>12:50-1:50pm</del>	<del>Room 3102</del>
<del>Tuesday, September 22, 2015</del>	<del>12:50-1:50pm</del>	<del>Room 3102</del>
Tuesday, October 27, 2015	12:50-1:50pm	Room 3102
Tuesday, November 17, 2015	12:50-1:50pm	Room 3102

Committee: DE Committee  
Committee Topic: AP 4101 Independent Study

**AP 4101 Independent Study**

**Statement of Current Policy**

- AP 4101 currently reads as follows:  
*Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.*  
[A copy of AP 4101 is attached hereto.]

**DE Committee Involvement and Previous Actions**

- The DE Committee was asked to review AP 4101 during Fall 2013. The DE Committee determined that distance education should not be included in AP 4101.
- On October 23, 2013, the DE Committee recommended removal of the section referencing distance education and forwarded their recommendation to the Office of Academic Services for consideration.
- On December 10, 2013, the Curriculum Committee concurred with the DE Committee's Recommendation. No subsequent action was taken to eliminate AP 4101.
- On September 21, 2015, the Office of Academic Services requested that the DE Committee review suggested revisions to AP 4101 and make recommendations to be forwarded to the Curriculum Committee and Academic Senate. A copy of the proposed revisions is attached hereto.

**DE Committee Position**

- The DE Committee reaffirms that the current AP 4101 referencing distance education should be removed.
- The DE Committee confirms that, according to CCLC, AP 4101 is legally required and cannot be eliminated.
- The DE Committee confirms that, according to CCLC, AP 4101 must include the local practice for independent study, including the following:
  - Procedures for approval of independent study programs
  - Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.
  - Procedures for evaluation of student progress
  - Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that, upon review of the suggested revisions of AP 4101 provided by the Office of Academic Services, that AP 4101 be revised as follows:

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
AP 4101 Independent Study**

Reference:  
*Title 5, Section 55230 et seq.*

~~Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.~~

### **Independent Study**

Courses offered as independent study are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum.

In courses offered as independent study, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

Independent study courses are not intended to replace existing courses in the discipline. Enrollment shall be through courses numbered 199 and 299.

The maximum credit a student can earn through independent study is 3.0 units.

### **Procedures for Approval of Independent Study**

- Students must have completed at least 12 degree-applicable credit units at Imperial Valley College.
- Students must be in good academic standing and be concurrently enrolled in at least one other class at Imperial Valley College.
- Students must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.
- An independent study contract must be completed by the student and approved by the instructor and signed by the department chairperson, division dean, and the Vice President for Academic Services.
- Independent study contracts must be submitted to the Admissions and Records Office by the last day to add a full-term course.

### **Academic Standards**

The academic standards applicable to courses of independent study shall be the same as those applied to other credit courses at Imperial Valley College.

### **Procedures for Evaluation of Student Progress**

Procedures for evaluation of student progress in independent study courses shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

### **Access to the Instructor**

Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the independent study proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Admissions and Records Office.

## **CERTIFICATION**

*We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.*

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Gaylla A. Finnell, Co-Chair

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David Zielinski, Co-Chair

## DE Course Development Process

### Statement of Current Policy

1. Obtain approval to develop an online or hybrid course from your Department Chair and Division Dean, as well as notify the other FT/PT faculty within your department of your intent to develop the online course. (NOTE: Requests for development of online/hybrid Basic Skills and/or ESL courses must be approved by the Vice President for Academic Services.)
2. Contact the DE Coordinator, Gaylla Finnell, at [gaylla.finnell@imperial.edu](mailto:gaylla.finnell@imperial.edu) or ext. 6511 to be placed on the course development schedule. In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
3. Prior to teaching online at IVC, instructors must complete three (3) courses through **@ONE Training** (Introduction to Online Teaching and Learning, Introduction to Teaching with Blackboard, and Creating Accessible Online Courses). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
4. After completion of the first three @ONE courses, faculty are required to complete two (2) additional @ONE courses (Building Online Community with Social Media and Designing Effective Online Assessment). These courses must be completed within two (2) years of completing the first two introductory courses.
5. No later than six (6) weeks prior to the start of priority registration, develop at least 50% of your online course for review and approval through the Distance Education Committee. Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
6. All courses must meet the accessibility requirements of Section 508.

### DE Committee Involvement and Previous Actions

- The DE Committee continually reviews its processes and procedures to insure that they are providing the guidance and information needed to effectively serve the IVC community in the development and maintenance of an effective and quality online program.
- Several issues have arisen regarding the current DE Committee online course development process.

### DE Committee Position

- The DE Committee online course development process should be revised to better serve the IVC community in the development of online courses.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the Online Course Development Process needs revision to improve the process for the development of online/hybrid courses at IVC.

**THEREFORE**, the following revisions to the DE Committee's Course Development Process are hereby approved and shall become effective when posted on the DE Committee Webpage.

1. ~~Obtain approval to develop an online or hybrid course from your Department Chair and The Division Dean and/or Department Chair, or designee, shall notify the FT/PT faculty of the need for the development of all online/hybrid courses at a department meeting and via District email. as well as notify the other FT/PT faculty within your department of your intent to develop the online course.~~ (NOTE: Requests for Development of online/hybrid Basic Skills and/or ESL courses must be approved by the Vice President for Academic Services.)
2. The FT/PT faculty in the department shall have five (5) days to express in writing, via District email, their interest in developing the designated online/hybrid course(s).

3. After the expiration of five (5) days, the Division Dean and/or Department Chair shall make a list of the faculty who expressed an interest in developing the online/hybrid course(s) so that the faculty can be notified of any overlapping interests that may require seniority ranking to determine approval in accordance with CBA course selection procedures.
4. Within ten (10) days, the Division Dean and/or Department Chair, or designee, shall notify the selected faculty member(s) and the DE Coordinator of the decision to develop the designated course(s) for online/hybrid development by the selected faculty member(s). Notification of this final decision shall also be distribution, via District email, to all faculty within the department.
5. The selected faculty member shall contact the DE Coordinator, Gaylla Finnell, at [gaylla.finnell@imperial.edu](mailto:gaylla.finnell@imperial.edu) or ext. 6511, to be placed on the course development schedule and to discuss the development process for new online/hybrid course(s). In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
6. The Division Dean and/or Department Chair shall work with the selected faculty member(s) to ensure that the course outline has been updated and approved by the Curriculum Committee to reflect the appropriate distance education designation (along with any textbook or other curriculum modifications).
7. Prior to teaching online at IVC, ~~instructors~~ faculty must complete three (3) courses through **@ONE Training** (Introduction to Online Teaching and Learning, Introduction to Teaching with Blackboard, and Creating Accessible Online Courses). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
8. After completion of the first three @ONE courses, faculty are required to complete two (2) additional @ONE courses (Building Online Community with Social Media and Designing Effective Online Assessment). These courses must be completed within two (2) years of completing the first two introductory courses.
9. No later than six (6) weeks prior to the start of priority registration, faculty must develop at least 50% of you're the first half of the new online/hybrid course(s) based on a standard academic semester for review and approval through the Distance Education Committee (i.e., the first eight weeks of a 16-week course). Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
10. All courses must meet the accessibility requirements of Section 508.
11. The selected faculty member shall have one year to complete the online course develop requirements. In the event the time limit cannot be met, the faculty member may file an appeal (prior to the end of the one-year time limit) for additional time due extenuating circumstances. If no appeal has been filed, then the Division Dean and/or Chair, or designee may offer the course for re-selection in accordance with steps 1-4 above.

### CERTIFICATION

*We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.*

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*Gaylla A. Finnell, Co-Chair*

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*David Zielinski, Co-Chair*

**Canvas Course Management System (CMS)**

**Statement of Current Policy**

- Blackboard is the current CMS for Imperial Valley College
- The contract with Blackboard ends on July 21, 2017.

**DE Committee Involvement and Previous Actions**

- On September 9, 2015, the DE Committee, together with the Academic Senate, hosted a campus forum with representatives from Canvas and the California Online Education Initiative (OEI) to discuss switching from Blackboard to Canvas as IVC’s course management system. This action was taken to start campus discussions regarding OEI’s recommendation that all California community colleges adopt Canvas as a Common Course Management System (CCMS).
- On October 8, 2015, the DE Committee distributed a campus survey to determine the level of campus support for switching to Canvas as the IVC CMS.
- As of October 25, 2015, 62 survey responses had been received. The responses include 2 students, 55 faculty, and 5 classified staff. The responses to the question, “Should IVC switch from Blackboard to the CANVAS CCMS in support of the Online Education Initiative?” were as follows:
  - Yes – 54.84% (34)
  - No – 24.19% (15)
  - Neutral – 20.97% (13)

**DE Committee Position**

- The DE Committee supports the California OEI and its collaborative effort among California Community Colleges to increase student success and completion by working together to increase access to quality online courses and support services for students.
- The DE Committee acknowledges that the California OEI is a faculty-led effort in support of student success and is endorsed by the Academic Senate for California Community Colleges.
- The California OEI determined on February 12, 2015, that Canvas was the most advantageous common course management system for the California OEI project.
  - The California OEI will fund the Canvas CCMS at no or very low cost for colleges that elect to participate.
  - The current Blackboard contract costs IVC approximately \$120,000 per year.
  - Switching to Canvas will allow IVC greater access to resources and support through the OEI and other state initiatives in support of student success and completion.
- Switching to Canvas will allow IVC to participate in the OEI Exchange as a home and/or teaching college.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that switching to Canvas is in the best interest of Imperial Valley College and its students – providing greater access to technology and resources in support of student success.

**IT IS THEREFORE RECOMMENDED** that IVC adopt Canvas as its CMS and commence working with the OEI for full implementation by the end of the current Blackboard contract on July 21, 2017, and that the IVC participatory governance adopt the attached sample resolution in support of the adoption of Canvas as the IVC CMS.

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