IVC Academic Senate Meeting Agenda

April 21, 2010

1:30 p.m. – Board Room, Building 10

I. Call to Order by the President

Roll Call by Secretary

II. Visitor Comments

At this time persons may speak to the Academic Senate either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Academic Senate. However, please note that this is an open meeting, and anyone may speak to an agenda item during discussion or debate. (Only Senators may move or second any motion, and only Senators may vote.) If you wish to be heard at this time, please stand and identify yourself to the Academic Senate President.

III. Consent Agenda

- 1. Academic Senate minutes of 3-17-10
- 2. Academic Senate minutes of 3-31-10
- 3. C & I Board Recommendations:
 - a. Revised Credit Courses 3-4-10
 - b. Revised Certificates & Majors 4-18-10

IV. Reports – please limit your reports to 3 minutes

- 1. President
- 2. Past President
- 3. Treasurer
- 4. VP of Instruction
- 5. Chief Financial Officer (CFO)
- 6. Basic Skills Initiative (BSI) Coordinator
- 7. Student Learning Outcomes (SLO) Coordinator
- 8. Associated Student Government (ASG) President
- 9. Contingent Faculty Representative

V. Action Items: Academic and Professional Matters

- 1. Dean of Behavioral and Social Sciences Vote to replace one representative
- 2. AS Spring Fundraiser Form Planning Committee
- 3. AS Curriculum Institute 7/8-10/2010 Request for funding & representation

VI. Committees

- 1. Written summaries
- 2. Curriculum and Instruction
- 3. College Council
- 4. Equivalency
- 5. Budget and Fiscal Planning
- 6. Learning Support Services
- 7. Distance Education
- 8. Other committee reports

VII. Discussion

- 1) Distance Education (DE) Committee Position Papers (9 position & AP 4021)
- 2) Campus Security Bomb Threats
- 3) AS Senate Senate Bill 1440: Granting "transfer" degrees
- 4) Riverside Community College District Crisis a cautionary tale
- 5) AS archives and filing systems
- 6) Adopting a Robert's Rules of Order text for Senate guidelines
- 7) Upgrading the Academic Senate Website
- 8) Adding CSEA and CTA as Ex-Officio (non-voting) members to the Academic Senate
- 9) "For the Good of The Order" suggestions for improvements and achievements

VIII. Adjournment

Academic Senate Meetings for Spring 2010

2010	2010
April 21 st	May 19 th
May 5 th	June 2 nd

As you can see, we will have only 3 more meetings (after this one) this Spring.

IVC Academic Senate

Unapproved Minutes
March 17, 2010

I. The meeting was called to order at 1:32 pm by President White.

II. Roll Call

Present: Daniel Gilison, Cesar Guzman, Michael Heumann, Jill Kitzmiller, Eric Lehtonen, Mary Lofgren, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson, Steven Sciaky

Excused: Krista Byrd

Absent: Rosalba Jepson, Suzanne Gretz

Visitors: Lisa Solomon, Carol Lee, Taylor Ruhl, Sheila Dorsey-Freeman, Frances Beope, Ed Gould, Gaylla Finnell, Frank Rapp, Gary Rodgers, Val Rodgers, John Lau, Tina Aguirre

III. Visitor Comments

• Senator Zhao introduced Jill Kitzmiller, the new Science, Math, and Engineering Division representative.

V. **Consent Agenda**

- 1. Academic Senate minutes of 3-3-10
 - M/S/C (Patterson/Nilson) to approve the minutes

VI. Reports

- 1. President
 - President White encouraged everyone to step forward to become part of the Academic Senate
 - White and Frances Beope will be distinguished visitors for the Navy on the USS Stennis on Friday, March 19.
 - White will also be attending the Accreditation Institute at Newport Beach.

2. Past President

- Past President Seivertson announced that the Relay for Life will take place in the next weeks, and he handed out sign-up forms to support his team, the Flockers.
- Seivertson still has problems in room 202 with people moving things around. It is an ADA and a safety issue.
- Seivertson asked again about the Academic Senate plaques and the display cases in the 2700 building.

- Senator Lehtonen noted that the first priority for display cases should be for divisions whose classes are taught in that building.
- Dr Gould said that the classroom issue should be brought up at the Safety Committee.
- Vice President Berry noted that there would be posters put into all classrooms to warn people against moving furniture around, among other things.
- Treasurer
 - \$5.418.85
- 4. VP of Instruction
 - The midterm report was sent out and was received by the accreditation commission. It is available online, along with all the evidence.
 - There will be a recap meeting on the accreditation process on April 16.
- 5. Chief Financial Officer (CFO)
 - Vice President Lau announced that the health insurance rates will be increasing this year, and this will be a significant problem for the college as we move forward. About \$5 million a year is spent by the college on insurance; the insurance company is proposing a 20% increase.
 - Seivertson asked about opt-out for those with double-coverage; Lau said yes, that was a possibility. The college needs to look at all potential cost-savers for insurance.
 - Frances Beope noted that her experience is that the initial claim is always adjusted as the negotiation with the provider proceeds.
- 5. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp will present a PowerPoint about the Winter Success Institute at the evening's Board meeting. Generally, there was a lot of success during this institute. Sadly, this was likely the last success institute due to budget cuts in the Basic Skills area.
 - Dr. Gould noted that the college is pursuing earmarks and grants to help boost the funding for our basic skills instructors and students.
- 6. Student Learning Outcomes (SLO) Coordinator
 - Senator Pfister noted that she put together a list of priorities for SLOs for the upcoming years. It also contained a list of evidence for SLOs that will help with accreditation.
 - She will send SLO Committee minutes to Senate in future
 - There will be a Spring assessment coming soon, and there will be an SLO quiz as well.
 - The website will undergo continuing improvements, adding SAO and program SLO sections
 - The program assessment plan is being implemented and will be woven into comprehensive program review

- Also on the list were plans to increase the number of outcomes per course, to increase the number of courses with completed cycle assessments, and to increase adjunct involvement.
- 7. Associate Student Government (ASG) President
 - ASG President Sciaky said the Health Fair would take place on March 18.
 - On March 31, the ASG will present a documentary about Cesar Chavez in the College Center. He hopes to have some instructors talk either before or after the documentary.
 - He and several senators will meet with Congressman Filner and Senators Boxer and Feinstein regarding funding for education.

VII. Academic and Professional Matters

- 1. Credit by Exam Policy Revision—Committee assessments
 - Senator Patterson met with Dr. Jaime and Carol Lee to review information regarding this resolution. He has separated the policies from the procedures and presented the revision to the Senate that will focus only on the policies.
 - He suggested that it might be a good idea for the Senate to review the procedures after a meeting of various people on campus takes place to review these procedures.
 - Carol Lee feels that the units that we are allowing students to earn through Credit By Exam are excessive. Patterson and Zhao (the mover and seconder) agree to change the maximum number from twenty-one to fifteen.
 - The motion was passed unanimously.
- 2. Dean position—establishing screening committee(s)
 - A discussion regarding the screening committees for the proposed new dean positions. The focus was on the rules for screening committees and the Senate's role in this process. The three existing deans—Taylor Ruhl, Tina Aguirre, and Efrain Silva—will head the search committees for the three new dean positions.
 - It was decided that a special meeting to select the faculty representatives for these committees would take place on March 31.
- 3. Student survey—authorize before Spring Break
 - M/S/C (Heumann/Zhao) to hold the student survey during March 29 to April 2.
- 4. Distance Education (DE) Committee Position Papers
 - M/S/C (Heumann/Pfister) to approve the position papers
 - Several different questions and comments were presented regarding these position papers.

- M/S/C (Patterson/Nilson) to postpone the vote on this to the next Senate meeting and to vote on these individually, rather than as a group.
- 5. Tenure Committee—Establishing joint committees
 - M/S/C (Patterson/Guzman) to approve Barbara Nilson and Eric Lehtonen for the tenure committee
- 6. Academic Calendar—Establishing joint committees
 - M/S/C (Patterson/Lofgren) to approve Carol Lee and Daniel Gilison for the calendar committee
- 7. New Faculty Committee—Establishing policy and procedures
 - M/S/C (Patterson/Nilson) to table this item.

IX. Committees

- Curriculum and Instruction There is a meeting tomorrow (March 18). The April 1 meeting will be a large one. The deadline is March 24 for next year's catalogue.
- 2. College Council –The Council is improving its communication structure with its subcommittees, and the websites for each subcommittee is being revised and revamped.
- 3. Equivalency There will be a meeting next week to review the documents that will be sent to the Senate for revision of equivalency rules and regulations.
- 4. Budget and Fiscal Planning There is a meeting on March 24.
- 5. Learning Support Services—There was a meeting in February. The topic was reorganization.
- 6. Distance Education—There will be a meeting on March 18 to discuss the DE Coordinator position

VIII. **Discussion**

- 1. AS Spring Fundraiser—tentative dates and activities
 - There is no date for this event now.
- 2. AS Senate—Senate Bill 1440: Granting "transfer" degrees
 - The state Academic Senate is opposed to this bill. They would prefer to make a change to Title V to reflect this "transfer" degree change.
- 3. IVC 2010-11 Draft Budget
 - The timeline for the budget was presented to the Senators.
- 4. ICOE Hands of Hope Mentoring Program
 - This item was discussed at the meeting as an information item.
- 5. AS archives and filing systems

- We are looking at the filing system to find a more accessible means of archiving the Senate's records.
- 6. "For the Good of the Order"—suggestions for improvements and achievements
 - Senator Nilson praised the greater camaraderie among the math faculty in the new 2700 building.
 - Senator Gilison echoed Nilson's praise.
 - Carol Lee will have a private, independent college event on April 14
- X. President White adjourned the meeting at 3:10 pm.

IVC Academic Senate

Unapproved Minutes March 31, 2010

I. The meeting was called to order at 1:38 pm by President White.

II. Roll Call

Present: Krista Byrd, Daniel Gilison, Cesar Guzman, Michael Heumann, Russell Lavery, Eric Lehtonen, Mary Lofgren, Barbara Nilson, Norma Nunez, James Patterson, Toni Pfister, Jose Ruiz, Kevin White, David Zielinski, Bruce Seivertson

Excused: Suzanne Gretz, Thomas Paine, Norma Scott, Lianna Zhao

Absent: Rosalba Jepson, Elizabeth Trevino, Cathy Zazueta, Kathy Berry, Steven Sciaky

Visitors: Frank Rapp, Jim Fisher

III. Visitor Comments

No comments

IV. Academic and Professional Matters

- 1. Vote on Senate representatives to Instructional Deans' Hiring Committees
 - The ballots were distributed to the senators, and there was time given for statements.
 - The results are as follows:
 - o Arts and Letters: David Zielinski and Javier Rangel
 - Behavioral and Social Sciences: Krista Byrd and Carol Hegarty
 - Science, Math, and Engineering: Jim Fisher and Mardjan Shokoufi
 - M/S/C (Guzman/Nilson) to approve the appointments to the dean selection committees.

V. The meeting adjourned at 1:56 pm.

APPROVAL OF PROGRAM, CURRICULUM AND COURSE DEVELOPMENT AND MAINTENANCE AS DELEGATED TO THE SUPERINTENDENT/PRESIDENT BY THE BOARD OF TRUSTEES (RESOLUTION NO. 14130, 6/18/08)

WHEREAS, Board Policy BP 4020, Program, Curriculum and Course Development, provides that:

- all new programs and program deletions, and individual degree applicable credit courses offered as
 part of a permitted educational course, and nondegree-applicable credit and degree-applicable courses
 that are not part of an existing approved program (i.e., stand-alone courses) shall be approved by the
 Board; and
- the Board delegates the authority for all other actions to the Superintendent/President.

BE IT RESOLVED that the Superintendent/President approves the recommendations of the Curriculum and Instruction Committee (03/04/10 and 03/18/10) and the Academic Senate (04/21/10), as follows:

MARCH 4, 2010 C & I COMMITTEE MEETING

Revised Credit Courses

FREN 200 – Intermediate French I (5.0) FREN 210 – Intermediate French II (5.0)

Revised Certificates and Majors

Business Accounting Technician Certificate and Major Business Administration Major

MARCH 18, 2010 C & I COMMITTEE MEETING

Deleted Credit Courses

ANTH 110 – Introduction to Archaeological Site Surveying (3.0)

ANTH 112 – Introduction to Archaeological Excavations (3.0)

ANTH 210 – Advanced Archaeological Survey (3.0)

ANTH 212 – Advanced Archaeological Excavations (3.0)

PD 062 - Personal and Social Development (1.0)

PD 064 – Orientation to College and Life Skills (1.0)

MUS 173 - Concert Band (1.0)

MUS 174 - Estudiantina (1.0)

MUS 176 – Rehearsal & Performance (1.0)

MUS 180 - MIDI Composition (2.0)

Revised Credit Courses

PD 061 to COUN 061 – Survival Skills for College Success PD 120 to COUN 120 – College Success Skills

Revised Majors and Certificates

Music Major

Ed Gould, Superintendent/President	Date	

AP 4021 Developing Online or Hybrid Courses

Reference: Education Code Section 70902(b); Title 5, Sections 51022(a)

The following steps will be followed when developing and delivering online courses at Imperial Valley College:

- 1. Complete Etudes 101 (either online or face-to-face)
- 2. Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair
- 3. Sign up for Etudes 201 (one-semester long online development class taught by Instructional Media Designer)
- 4. Develop Etudes online addendum for approval through Curriculum and Instruction Committee (with the Distance Education Coordinator and division chair)
- 5. Complete Etudes 201 (final exam: evaluation of developed course)
- 6. Receive approval from DSP&S specialist that course content is Section 508-compliant

If a faculty member wishes to waive the Etudes 201 class requirement (step 5), he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the dean, division chair, and/or department chair prior to teaching the course online.

Reference: BP 4020 Page 1

Reviewed/Revised: Policies & Procedures $\underline{3/24/2010}$ College Council $\underline{4/12/2010}$

Approved by Academic Senate:

Distance Education Committee Position Papers 2009-2010

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Committee Topic: Distance Education Coordinator

Distance Education Coordinator

Statement of Current Policy

- Currently, the Distance Education Coordinator position is funded through the ACCESO grant as an extra-duty contract.
- ACCESO's grant ends in June 2010, so a need to institutionalize this position within the college infrastructure is paramount.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue at its March 18, 2010, and its April 1, 2010, meetings.
- A job description for the Distance Education Coordinator was developed and discussed at these meetings.

DE Committee Position

• The DE Committee feels that this position is of utmost importance for the future success of the distance education program. Without a central person leading the program, there is a fear that distance education will lose its focus and stagnate.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

- The Distance Education Coordinator position should be established to oversee and coordinate the Distance Education department. The job description is attached to this document.
- This position should be a 188-day position in order to better coordinate the setup of online classes prior to the beginning of each semester.
- The Distance Education Committee, in consultation with the Vice President of Academic Services and the Academic Senate President, should select the coordinator.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on April 15, 2010.

IMPERIAL VALLEY COLLEGE

JOB DESCRIPTION: DISTANCE EDUCATION COORDINATOR

Proposed Spring 2010 – Subject to Negotiations

INTRODUCTION: The DE Coordinator is the tenured faculty lead for the Distance Education Program. A 188-day contract is needed in order to better coordinate the setup of online classes prior to the beginning of each semester. The Distance Education Committee, in consultation with the Vice President of Academic Services and the Academic Senate President, should select the coordinator. The Coordinator must be able to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the program. The Coordinator must possess knowledge of curriculum development, student learning outcomes, program review, schedule development, FTES, FTEF, and the rules and regulations of the California Community College System

The DE Coordinator reports to the Dean of Learning Services and Information Technology.

REPRESENTATIVE DUTIES

Curriculum:

- 1. Serve as department representative on the Curriculum and Instruction Committee
- 2. Serve as a resource to the Curriculum and Instruction Committee in the approval process for distance education curriculum.
- 3. Work with the Curriculum and Instruction Committee to ensure new curriculum meets state guidelines for distance learning.
- 4. Evaluate course quality and regular effective contact for all distance education courses to ensure quality.
- 5. Identify and recommend new distance education courses, programs, and faculty.
- 6. Facilitate development, implementation, and assessment of the Student Learning Outcomes at the program and institutional level as appropriate

Program Review/ Accreditation and Planning:

- 7. Facilitate Program Review in collaboration with distance education faculty
- 8. Participate in accreditation reports as appropriate
- 9. Provide various reports and /or information to Division Deans or Vice President of Academic Services. Gathers and reports data for distance education on learning outcomes, retention, and other quality control topics as necessary
- 10. Work with the Division Deans to provide data, information on budget development

Personnel:

- 11. Initiate justification for additional staff and participate in the selection of prospective staff members within the academic area as per district hiring procedures as appropriate.
- 12. Mentor new distance education faculty.
- 13. Oversee faculty/staff development activities for DE faculty, including Etudes 101, Etudes, 102, and workshops for veteran instructors.
- 14. Assist instructors with CMS orientation for students.
- 15. Support faculty on CMS and teacher training issues.
- 16. Communicate with faculty and students regarding scheduled and unscheduled downtime for CMS and other distance education related systems such as the campus email system.
- 17. Coordinate distance education course evaluation and improvement effort.
- 18. Provide input to the Division Dean on the evaluation of department support staff.
- 19. Compile, monitor, and revise distance education course information for the class schedule, Webstar and the DE website, including orientation meetings, exam meetings, and other face-to-face meetings.
- 20. Compile instructor comments for posting on DE website.
- 21. Provide budget information to the Division dean and collaborate on budget development and management.

Distance Education Program Development & Coordination

- 22. Coordinate the establishment of goals, objectives, and priorities for distance education; develop and manage the Distance Education program in collaboration with the Distance Education Committee, division deans, and department chairs.
- 23. Represent Distance Education at district meetings, such as College Council, Academic Senate, Curriculum and Instruction, Instructional Council, and the Technology Planning Committee.
- 24. Provide assistance with the development of grants that support distance learning.
- 25. Chair Distance Education Committee.
- 26. First point of contact to resolve complaints and/or conflicts from faculty and students in regards to distance education courses and/or staff.
- 27. Oversee the work of the Instructional Media Designer and DE technical support technician.
- 28. Monitor developing trends, emerging technologies, and services in distance learning.
- 29. Serve as the college Distance Education liaison to other educational institutions.
- 30. Attend campus functions, such as Career Day and College and University day, to promote Distance Education.
- 31. Represent the college at professional distance learning organizations and conferences.

Technical Program Development: CMS Administration, Enrollment, & Support

- 1. Oversee the Distance Education web site.
- 2. Coordinate all technical aspects of program development.
- 3. Participate in negotiation of CMS contracts.
- 4. Forecast CMS upgrades and update needs.
- 5. Coordinate administration of CMS system.
- 6. Support instructors regarding CMS issues with assistance of technical personnel.
- 7. Create and monitor semester timeline for management of CMS courses and enrollment of all users in CMS.
- 8. Monitor and troubleshoot Banner/CMS data integration.
- 9. Confer with IT personnel to implement improvements and resolve problems related to the CMS.
- 10. Represent Distance Education in collaborative initiatives with District Information Systems staff, such as District portal development.

Minimum Qualifications:

- 1. Must be a Full-time, Tenured Faculty member in good standing with the district
- 2. Ability to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the department and/or program
- 3. Knowledge of curriculum development, student learning outcomes, and program review
- 4. Ability to analyze data for curriculum revision, program review and other reports as needed.
- 5. Proven expertise in current distance learning pedagogy and technology.
- 6. Familiarity with the ETUDES NG course management system.
- 7. Familiarity with distance education course management systems.
- 8. Knowledge of the Banner Student Administrative System.
- 9. One year of online teaching experience.

Committee: DE Committee Committee Topic: Course Load

Distance Education Course Load

Statement of Current Policy

- No more than 40% of contract load (two [2] courses or six [6] units whichever is lesser) may be taught as distance education, or online, in any given fall or spring semester. (CCA/CTA/NEA Agreement 15.11)
- Faculty who teach four and five credit courses are limited to one DE course, whereas faculty teaching three credit courses may teach two DE courses per term.

DE Committee Involvement and Previous Actions

- DE course demand has increased steadily since the first online courses were offered in 2005.
 - ACCESO researched and surveyed faculty opinions in Spring and Summer 2009.
- The DE Committee reviewed the results of the surveys and discussed the item on June 3, 2009, September 17, 2009, and October 15, 2009.

DE Committee Position

- In order to increase class availability and meet student demand, the available DE course load limit for faculty should be increased.
- DE committee recommends increasing the allowable DE course load for faculty. However, the limit should not be eliminated entirely. It is believed that eliminating the limit would allow some faculty to teach fully online, and before that can happen many other issues need to be addressed concerning committee work, office hours, etc.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The faculty's DE course load should be set at 67% of contract load (three [3] courses or ten [10] units, whichever is less) in any given fall or spring semester.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on November 5, 2009.

Committee Topic: Online Course Enrollment Limits

Online Course Enrollment Limits

Statement of Current IVC Policy

- The enrollment limit of an online course is equal to its face-to-face counterpart.
- There are varying enrollment limits for online courses, ranging from 20 to 40 students.

DE Committee Involvement and Previous Actions

- The DE Committee discussed online course enrollment limits on October 15, 2009, and again on November 5, 2009.
- The DE Committee recognizes that online courses often need more preparation and personal interaction for student success than their face-to-face counterparts.
- The DE Committee acknowledges that most research in the area of online course enrollment recommends course sizes in a range of 15 to 25 students.

DE Committee Position

- The DE Committee acknowledges that course time requirements for preparation, course management and effective communication are often greater in online courses than in their face-to-face counterparts.
- The DE Committee agrees that online courses and their face-to-face counterparts should be examined independently to determine the optimum enrollment limits for quality education.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

Enrollment limits for online courses should be established independently from their face-to-face counterparts, ensuring optimum enrollment for quality education.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on November 19, 2009.

Committee Topic: Online Office Hours

Online Office Hours

Statement of Current Policy

- Currently, faculty members are requited to hold five (5) hours of office hours each semester.
- According to the current CTA contract, faculty teaching online/hybrid classes can hold one of those five office hours online.

DE Committee Involvement and Previous Actions

• The DE Committee discussed this issue at the October 15, 2009, and the November 5, 2009, meetings.

DE Committee Position

- The Committee believes that the online office hour limit should be in proportion to the number of online/hybrid classes a given instructor teaches as part of their regular course load.
- In other words, instructors teaching two online classes (six units, or 2/5ths of a full load) should be allowed to hold two of the five office hours online.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The online office hour limit should be revised to allow faculty members to hold office hours online in proportion to the number of online/hybrid classes that they teach.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on November 19, 2009.

Committee Topic: Evaluation of Online or Hybrid Faculty as Part of the Tenure Process

Evaluation of Online or Hybrid Faculty as Part of the Tenure Process

Statement of Current Policy

 According to section 10.7 of the current Agreement between the CTA and the District:

However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation may be used by the evaluation team as an additional peer review of teaching in the contract, regular or tenure review facets of faculty evaluation, though it may not take the place of the formal classroom observations as described in Articles 10 and 11 of this agreement.

DE Committee Involvement and Previous Actions

The DE Committee discussed this issue on February 25, 2010

DE Committee Position

• Online/hybrid courses taught at IVC need to be part of the regular tenure review process for all online instructors.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The language in 10.7 should be changed to indicate that online course evaluation **should** (not may) take place for those teaching online/hybrid classes. Further, the evaluation of online/hybrid classes should also extend to the post-tenure review process.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.

Committee Topic: Stipends for DE Development

Stipend for DE Development

Statement of Current Policy

According to the Agreement, section 17.14.1,

Compensation of \$540 per lecture unit shall be granted to the faculty member who successfully develops and delivers a complete distance education, or on-line course, for the first time, provided such course is operating on the official census date for the course. If another unit member develops or delivers the same or a different version of the same course during a subsequent semester, no stipend will be paid to this second unit member. For the purposes of this paragraph only, if a unit member develops an on-line non-credit course; one unit shall be defined as the equivalent of 18 hours of non-credit instruction. Payment for such course development shall be paid in one lump sum payment after the end of the semester in which the newly developed course was first offered.

DE Committee Involvement and Previous Actions

• The DE Committee discussed this issue on February 25, 2010

DE Committee Position

• Compensation is an important issue for IVC, not only because of the financial problems throughout the state and the nation but also because the ACCESO Project, which funded all DE development stipends, will end in June 2010.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

In order to increase our online course offerings and to encourage teachers to develop new online courses, we recommend compensation of some sort. However, alternate forms of compensation would be acceptable if they were deemed valid and mutually agreed upon.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.

Committee Topic: Intellectual Property Rights for DE

Intellectual Property Rights for DE

Statement of Current Policy

According to the Agreement, section 21.6,

A unit member who develops on-line or distance education course for which s/he has been compensated through a stipend by the District or a District controlled grant is the joint owner of the distance education course with the District. The unit member retains the right to use the course materials at Imperial Valley College and at any other college at which the unit member is teaching or may in the future teach. The unit member is required to submit a complete copy of the distance education course, exclusive of student records, to the Distance Education Office. A copy of the distance education course shall be retained by the Distance Education Office and may be made available for the use of other faculty members at Imperial Valley College who may be assigned to teach the same course in the future. Neither the District nor the unit member has the right to commercially sell the distance education course to a third party without the express permission of the other party.

Unit members who develop an on-line or distance education course and receive no compensation from the District or from a District controlled grant or project retain exclusive rights in that course and have no obligation to share the course materials with the District, or any other party.

DE Committee Involvement and Previous Actions

The DE Committee discussed this issue on February 25, 2010

DE Committee Position

• Intellectual property is a key issue for online programs throughout the United States.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The current language should be modified to indicate that an online instructor is only required to turn in his/her course materials to the DE office once (after the course has been taught for the first time).

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.

Committee Topic: Sick Leave and DE

Sick Leave and DE

Statement of Current Policy

 According to the Agreement, section 6.1.2.4, "Unit members whose teaching assignment, whether as load or overload, includes online or DE courses, shall receive the same number of hours of sick leave as they would be entitled to had the same course been offered as a full-term, traditionally delivered course, whether during the regular semester or during a winter or summer session."

DE Committee Involvement and Previous Actions

The DE Committee discussed this issue on February 25, 2010

DE Committee Position

- It is important to ensure that online/hybrid instructors are treated the same was as other instructors.
 - Set forth DE Committee's position statement:

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The language in the current agreement should remain intact.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.

Committee Topic: Right of First Refusal

Right of First Refusal

Statement of Current Policy

- Currently, classes are selected by full-time faculty members within a division based upon seniority or a method agreed upon "through the collegial participation of all effected unit members" (15.15).
- As a result, faculty members who develop an online/hybrid course may not be able to teach that course.

DE Committee Involvement and Previous Actions

• This issue was discussed at the November 19, 2009, the February 18, 2010, and the February 25, 2010, meetings of the DE Committee.

DE Committee Position

• This is a central issue for DE faculty because many would not take the time to develop an online class if they were not guaranteed the ability to teach that class.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

If a faculty member develops an online course through the IVC's agreed-upon process spelled out in AP 4021, then the faculty member has the right of first refusal to teach the course in question, regardless of the member's seniority status. This would apply only to the first person to develop and deliver an online version of the course in question.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on March 4, 2010.