



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES

Wednesday, May 13, 2015

1:30 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

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

Others Present: Michael Capeci, Sidne Horton

1. **Call to Order & Welcome**

Coordinator Finnell called the meeting to order at 1:35pm on Wednesday, May 13, 2015.

2. **Consent Agenda**

- a. Approval of Minutes for April 14, 2015

M/S/C (Lovitt/Epps) to approve the minutes of the April 14, 2015 regular meetings of the DE Committee, as presented.

Motion approved unanimously.

3. **Action Items**

- a. Revision: State Authorization Statement

M/S/C (Epps/Rowley) To approve the attached state authorization statement with the addition of the sentence below (bold) and direct the DE Coordinator to post the statement on the DE website and in the IVC catalog's Distance Education section to demonstrate compliance with federal regulations.

Motion approved unanimously.

Coordinator Finnell sought feedback from SIDCCCA on this process. Based on the feedback received, she modified the document to reflect that it is in fact a statement and not a new policy, and therefore does not need to go through the shared governance process. A suggestion was made to integrate language that explains the process a student would need to go through if they do not reside in California or Arizona. It was decided to add the following statement after the first opening sentence: **“It is recommended that students who reside outside of California and Arizona contact the Distance Education Coordinator before registering for IVC distance education courses”**.

- b. AP4105: Proposed Revisions to include State Authorization statement
*M/S/C (Lovitt/Epps) Motion is hereby made to approve the attached proposed revisions to AP 4105 and to direct the DE Coordinator to forward the proposed revisions to the CIO for his consideration and processing.
Motion approved unanimously.*

AP4105 is a general policy on Distance Education at IVC. Modifications were made back in November by the committee, but these changes have not yet been made (still held up in the review/approval process). Now additional changes are being proposed. Discussed additional revisions including the exclusion of the course development process and instead referencing the IVC DE website for present policy. The new state authorization statement was also added, as well as eliminating references to Blackboard, replacing it instead with the term "CMS" for course management system; leaving it open in the event the District changes the CMS in the future. Concern was expressed about eliminating the development process from the AP. Coordinator Finnell shared that she did not see this detail listed in DE APs at other CCC.

4. Reports

- a. Blackboard – Omar
Omar has been meeting with Blackboard Support Services on a bi-weekly basis to address challenges with utilization of support services. Charts were provided that depicted usage, type of issue being reported, escalation rate, customer satisfaction scores, and duration of call holding time. Charts consistently showed improvements from fall to spring. A question was asked on if Blackboard support can help with password retrieval. Omar confirmed yes they can reset passwords.
Discussion ensued on how student drops impact Blackboard assignments – since the student and their assignments disappears when they drop. Concern was expressed about the possible need to retrieve assignments and grades if needed. Omar said present practice is to disable the student in Blackboard when a student drops, which removes them from view. He said we have the option to switch this practice from disabling them to making them inactive, which would allow the student's information to still be visible to the instructor. The committee liked this suggestion. Omar will test it out and report back next meeting.
Starfish was brought up as a way to document student progress prior to dropping, but it was acknowledged that faculty are experiencing multiple challenges with using it (lack of integration with Blackboard, lack of follow up with students and faculty, etc.).
- b. ADA Compliance – Paige
There are courses that Paige evaluated that lead a student to a Pearson's online textbook outside of Blackboard. She had previously assumed that Pearson (or other textbooks used) were accessible, as she does not have access to the textbook herself to evaluate its content. She is now concerned about this process in light of the recent accessibility lawsuit with Pearson.
A question was asked if DSPS students are aware that their instructor is not automatically informed of their disability. Paige indicated that yes, students are aware that this information is not shared with the instructor unless a form is completed. The faculty representatives present requested that the DSPS representative tell students to submit these forms at the start of the term, versus waiting until a test is administered, etc.; allowing ample time for the instructor to prepare accommodations if necessary.
- c. Student Support – Martha
Most common challenge at this time is posting essays or other assignments in Blackboard.
- d. Students – Lidia
No report.
- e. Faculty – Faculty Representatives
No report.

5. Discussion and Information Items

- a. Anti-Bullying Policy – Approved by DE Committee 04/14/15

We had approved an anti-bullying statement last meeting. It was discovered that a number of policies already established touch on this topic. Instead of creating a new policy as previously recommended, Coordinator Finnell is now recommending that the policy language approved at the last meeting be forwarded and incorporated into the existing policies by the individual departments responsible. The committee agreed. The existing policies include:

- i. BP and AP 3430 Prohibition of Harassment (Vikki Carr)
 - ii. BP and AP 5500 Standards of Conduct (Adriana Sano)
 - iii. BP 7105 Workplace Civility and Conduct (Jessica Waddell)
- b. Social Media Guidelines/Policy
Found out that the marketing committee is taking the lead on developing this policy. A copy of what the DE Committee discussed at previous meetings was forwarded to this committee for incorporation as they deem fit.
- c. New OL Course Evaluations – Update
One was rejected due to major deficiencies (Granish). An extended deadline was given to this faculty member of May 15th to make the changes needed. A final evaluation will be done this week to determine if it can go online in Summer 2015. Coordinator Finnell wanted to personally thank the evaluation team for all of their time and energy in evaluating these courses. The next deadline for new course submission is in Sept.
- d. Request for Waiver of @ONE Training – Update
The appeal committee did meet to review appeal for the request for waiver. This appeal was denied. It was communicated that the CIO supports the process established, and would not make the exception to waive these @ONE course requirements.
- e. OEI Update
OEI classes are being offered in the summer. The Chancellor's Office OEI staff have contacted Coordinator Finnell for additional courses for the OEI pilot. She is comparing this list of requests courses to the list of approved online courses presently being offered online at IVC, to see if additional courses could be put through the pilot.
- f. Conferences and Training – OTC 2015 in San Diego June 16-19
- g. Other
None

6. Under Development

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

7. Next Meeting: Wednesday, **June 10, 2015**, @ 1:30pm in Room 3102

8. Adjournment

Coordinator Finnell adjourned the meeting at 3pm on Wednesday, May 13, 2015.

ACTION ITEMS

ACTION ITEM 3a

STATE AUTHORIZATION STATEMENT

~~Distance Education Services for Out-of-State Students~~ State Authorization

~~Online~~ Distance Education courses at Imperial Valley College are available to students who reside in the States of California and Arizona.

Distance Education Complaint Process for ~~Out-of-State~~ Arizona Students

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

~~Students~~ Arizona residents enrolled in online classes at Imperial Valley College ~~who reside out-of-state~~ should follow the Complaint Procedures listed in IVC's Student Conduct and Complaint Policies listed in the General Catalog to resolve concerns. Online students have the same rights and responsibilities as those students enrolled in on-campus courses.

Complaints are addressed through informal and formal processes. It is suggested that students first try to resolve an issue through the informal report and resolution process listed in the General Catalog before submitting a formal complaint.

Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). Information regarding their complaint process can be found on the ACCJC website at <http://www.accjc.org/>.

If after following the college procedure the issue cannot be resolved internally ~~and the out-of-state student seeks additional resolution~~, Arizona residents can seek additional resolution by contacting the Arizona State Board for Private Postsecondary Education through their website at <https://ppse.az.gov/> or at 1400 W. Washington Street, Phoenix, AZ 85007, phone: 602-542-5709, fax: 602-542-1253.

ACTION ITEM 3B



IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4105 Distance Education

Reference:

Title 5, Sections 55200 et seq.

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 602.17.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. [This definition includes both hybrid and fully online classes.](#)

~~For the purpose of scheduling, Online, Hybrid, and Web-Enhanced classes at Imperial Valley College will be defined as follows:~~

- ~~• Online courses may have up to three face-to-face class meetings scheduled throughout the semester. They meet and complete assignments mostly over the Internet.~~
- ~~• Hybrid classes meet face-to-face more than three times. These courses are typically developmental classes, with some exceptions (e.g., Speech 100 or Biology 100).~~
- ~~• Web-Enhanced courses meet face-to-face but have supplemental online interaction.~~

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum

Development. Distance education courses shall be approved ~~under the same conditions and criteria as all other courses.~~ [in accordance with the procedures published on the Distance Education website.](#)

Certification: When approving distance education courses, the Curriculum & Instruction Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses. [as expressed in the course outline of record.](#)

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum & Instruction Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Use of [Etudes CMS](#) for Distance Education: All distance education courses must utilize the [Etudes IVC approved](#) course management system ([CMS](#)) unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Chief Instruction Officer and the Distance Education Coordinator.

State Authorization for Distance Education: [Residents of the states of California and Arizona are authorized to take distance education courses at IVC.](#)

~~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 online course.~~