



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

Tuesday, September 22, 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
- Dr. Nannette Kelly, Faculty Representative
- Terrie Sullivan, Faculty Representative (excused)
- Austen Thelen, Faculty Representative
- Cathy Zazueta, Faculty (non-teaching) Representative
- Richard Epps, 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: None

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 12:53pm on Tuesday, September 22, 2015.

2. Consent Agenda

a. Approval of Minutes for August 18, 2015

M/S (Lovitt/Kelly) to approve the minutes of the August 18, 2015, regular meetings of the DE Committee, as presented.

Motion approved unanimously

3. Action Items

- a. None

4. Discussion and Information Items

a. Canvas/OEI Campus Forum – Debriefing

Unfortunately not many faculty members were present at the forum. However, positive feedback was given by those who attended the event. As far as concerns, accessibility and conversion issues were expressed. Canvas is accessible. It was confirmed that one-on-one videos (like providing grading feedback) are acceptable without captioning. It is when it is required content for the course (like a video lecture) that it must be captioned to be compliant. As far as the conversion from Blackboard to Canvas, The OEI team has committed to providing support through the conversion process.

b. Canvas Implementation – Next Steps

The plan is to have full conversion Spring 2017, but there was some discussion that IVC could allow faculty to transition sooner if desired once contract is signed (after going through the shared governance process).

i. Blackboard Contract Ends **July 21, 2017**

ii. Canvas Implementation Cohorts

Reviewed the implementation cohort timelines provided by the OEI team.

iii. Campus Survey

Should one be sent out? Committee agreed that a survey would be a way to ensure the campus as a whole has a say in the decision. It was recommended to attach a video introducing Canvas for those unable to attend the forum as well as the pros and cons of the conversion.

- iv. Position Paper and Resolution to Academic Senate/College Council/ASG
Will be composed following the campus survey
- c. Program Review – Due September 30, 2015
This document is still in progress. The committee agreed they would review via email. Coordinator Finnell will get it out soon as she can to the committee for review and feedback.
- d. Procedure for Online to Hybrid Course Development
Reviewed the blended learning chart to help understand why it is important that courses are re-reviewed if converted from hybrid to online or online to hybrid. Discussion ensued on the difference between hybrid and online courses – and how they are displayed in the schedule. It was agreed that we would try to change the room label from online to hybrid to differentiate between the two types of courses to reduce confusion expressed by the students and faculty.
- e. Committee Term Limits – Update
The Academic Senate didn't take action on this but did indicate that they support term limits and that training new faculty should not be a concern/reason to waive term limits. It was however suggested to allow for former members to serve as alternates, as this would not require a bylaw change.
- f. Evaluation Team Training – Wednesday, September 23 @2pm-3:30pm, Room 3102
Training is still on schedule for tomorrow.
- g. DE Strategic Planning Subcommittee – 4th Tuesday of each month during Campus Hour, Room 402
Since the regularly scheduled DE meeting was bumped to September 22nd the subcommittee meeting was cancelled. It is still scheduled to meet the fourth Tuesday in October.
- h. Reverse Mentoring Program
Possible Models: Student/Teacher, Junior Faculty/Senior Faculty, K-12 Teacher/IVC Teacher
 - i. Traditional Classroom
A video was presented that introduced reverse mentoring. There is an up swell with the K-12 schools with the application of the reverse mentoring model. ICOE has offered to partner with IVC to introduce this concept.
 - ii. Classroom with Technology
There are a number of exciting technology tools out there that schools are starting to incorporate into their classroom experience. Concern was expressed that if we do not start embracing technology in the classroom we may “miss the boat”, as students are starting to expect it.
- i. Technology Training
Coordinator Finnell and Member Ramos attended the ICOE tech-camp, which they revealed was a wealth of information. ICOE has quarterly meetings to provide updates on technology to the individual school districts. Coordinator Finnell is going to see if IVC faculty members are welcome to attend these events in the future. This opportunity would provide an avenue for relationship building between IVC and K-12 schools.

On October 9th there is a Distance Learning Summit (all day Friday). Coordinator Finnell would like anyone that can attend. Carpooling could be arranged. The committee briefly reviewed the agenda for the Summit. She will also send out the Summit information to the committee via email so that can hopefully attend.

5. For Good of the Order

- a. None

6. Under Development

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

7. Next Meeting:

- a. Tuesday, October 20, 2015, @12:50-1:50pm in Room 3102

8. Adjournment

The meeting was adjourned at 1:52pm.

Date (3 rd Tuesday of Each Month)	Time	Location
Tuesday, August 18, 2015	12:50-1:50pm	Room 3102
Tuesday, September 22, 2015	12:50-1:50pm	Room 3102
Tuesday, October 20, 2015	12:50-1:50pm	Room 3102
Tuesday, November 17, 2015	12:50-1:50pm	Room 3102