



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

**Tuesday, August 18, 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
- Kevin Howell, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Terrie Sullivan, Faculty Representative
- Austen Thelen, Faculty Representative
- Cathy Zazueta, Faculty (non-teaching) Representative
- Richard Epps, Part-Time Faculty Representative
- Martha Olea, Classified Representative (excused)
- Paige Lovitt, DSPS Representative
- Omar Ramos, Technology Representative
- Joy Tango-An, ASG President and Student Representative (late)
- Melody Chronister, Recording Secretary

Others Present: Jeff Enz, Frank Hoppe, Dr. Nick Akinkuoye

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

Coordinator Finnell called the meeting to order at 12:57pm on Tuesday, August 18, 2015.

### **2. Consent Agenda**

#### **a. Approval of Minutes for June 10, 2015**

*M/S (Epps/Lovitt) to approve the minutes of the June 10, 2015, regular meetings of the DE Committee, as presented.*

*Motion approved unanimously*

### **3. Action Items**

#### **a. DE Committee Evaluation AY2014-15 (see Action Item Attachment 3a)**

*M/S (Epps/Kelly) to approve DE Committee Self-Evaluation for AY 2014-15 as presented.*

All committees must complete a self-evaluation. Reviewed the proposed self-evaluation. Major accomplishments included adding a part-time faculty representative and adopting a state authorization policy. Major obstacles included committee assignment changes due to present term limits, as it caused the committee to lose two experienced online course evaluators. Inefficiencies were also found in policy development. Reviewed recommendations and previous and desired goals as a result of the evaluation. Dr. Akinkuoye commended Gaylla and the committee for the work they have accomplished this past year.

*Motion approved unanimously*

#### **b. Position Paper re Committee Term Limits (see Action Item Attachment 3b)**

*M/S (Kelly/Epps) to approve waiving term limits for DE Committee Evaluation Team members and approve the DE Committee Term Limits Position Paper as presented.*

Term limits allow for the presentation of new ideas, but it is also important to retain experienced faculty and staff on the committee. Reviewed revised policy statement contained in the Action Items. Academic Senate

President Heumann shared that it was not the intention of the Academic Senate to remove faculty members involuntarily from committees.

*Motion approved unanimously*

**c. Appointment of Evaluation Team**

*M/S (Zazueta/Epps) to appoint Nannette Kelly, Richard Epps and Kevin Howell as members of the DE Committee Evaluation Team for AY2015-16.*

WHEREAS, Evaluation Team members Xochitl Tirado and Deirdre Rowley were removed from the DE Committee due to term limits.

NOW BE IT RESOLVED that the following individuals be appointed to the DE Committee's Evaluation Team for AY 2015-16:

Nominated: Nannette Kelly (current evaluator)

Nominated: Richard Epps

Nominated: Kevin Howell

*Motion approved unanimously*

**d. Appointment of DE Strategic Planning Subcommittee**

*M/S (Lovitt/Epps) to appoint Richard Epps, Gaylla Finnell, Terrie Sullivan, Melody Chronister as members and Kevin Howell and Nannette Kelly as alternates of the DE Committee's Strategic Planning Subcommittee for AY2015-16.*

Past practice reflects faculty volunteering on their own to develop a course of their choosing. This may not necessarily align with IVC's enrollment management plan. Therefore it is recommended that a DE strategic planning subcommittee be established to develop a strategic plan for Distance Education at IVC.

WHEREAS, the DE Committee must develop a strategic plan for Distance Education at Imperial Valley College; and

WHEREAS, the development of a DE Strategic Plan is a collaborative process and is best facilitated through a subcommittee process.

NOW BE IT RESOLVED that the following individuals are appointed to the DE Committee's Strategic Planning Subcommittee and are directed to develop a draft plan for the committee's consideration and action:

Nominated: Richard Epps

Nominated: Gaylla Finnell

Nominated: Terrie Sullivan

Nominated: Melody Chronister

Alternates: Kevin Howell and Nannette Kelly

*Motion approved unanimously*

**4. Discussion and Information Items**

**a. Setting of Bi-Monthly Meeting Schedule**

Only meeting once a month will be challenging in light of OEI. Presently this committee meets the 3<sup>rd</sup> Tuesday of each month. Coordinator Finnell is requesting that the members take a look at their schedules to determine their availability in the event the committee desires to meet biweekly. Tuesdays appeared to be the most feasible. This suggestion will be revisited next meeting - keeping as is for now.

**b. Canvas/OEI Campus Forum – September 9, 2015 @12:50-1:50pm**

Academic Senate is partnering with the DE Committee to host this event. Reviewed the tentative agenda. Pat James is the Director of OEI – and she will be at this event. Question was asked on how to notify the campus of this event. It was recommended to discuss this with Dean Aguirre and Vikki Carr.

**c. Reverse Mentoring Program**

Captured this concept from the guest speaker at convocation. This concept pairs people from different generations. For IVC, this concept could be realized by pairing a student and faculty member. Coordinator Finnell would like to develop a pilot program applying this concept.

**d. DE Program Evaluation**

All programs are presently in the process of completing their program review. For DE, success and retention numbers look promising. Additional information to come. Program review is due in September. Director of OEI Pat James stressed at the OEI Conference that online education increases access and completion, so it is important to close the success and retention gap with DE to improve student success.

**e. DE Program Accreditation Report**

The campus is presently working on the midterm report. Coordinator Finnell is working on the section on Distance Education. One item the accreditation team looks at are the course outline of records - looking specifically for regular effective contact requirements. This is important to the federal and state government to continue to provide funding and financial aid for our students.

**f. Blackboard Training**

g. Training was provided by Kevin Howell and Allyn Leon at the part-time faculty orientation. The event went very well and was well attended. A DE newsletter was also sent out with training opportunities. Dr. Akinkuoye suggested that Blackboard training be consider as a professional development opportunity during campus hour.

**5. For Good of the Order**

- a. It was shared by a student in attendance that they enjoyed their online summer course.
- b. Member Epps shared that he has offered to show faculty how to use MindTap and Blackboard as needed.
- c. Member Sullivan shared that she is experiencing challenges with students who are completely unfamiliar with how to use Blackboard to access and complete her course. It was suggested to refer them to the online Blackboard handbook. This also triggered a conversation about a mandatory assessment prior to taking courses online. Coordinator Finnell shared that there is a readiness assessment that is being piloted with the OEI faculty. It was suggested to provide the online readiness test before a student even registers for an online class.
- d. Coordinator Finnell shared that NetTutor will be made available to all online faculty soon.

**6. Under Development**

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

**7. Next Meeting:**

- a. Tuesday, September 21<sup>st</sup>, 2015, @12:50-1:50pm in Room 3102



**8. Adjournment**

- a. Meeting adjourned at 1:52pm.

<b>Date (3<sup>rd</sup> Tuesday of Each Month)</b>	<b>Time</b>	<b>Location</b>
Tuesday, August 18, 2015	12:50-1:50pm	Room 3102
Tuesday, September 21, 2015	12:50-1:50pm	Room 3102
Tuesday, October 19, 2015	12:50-1:50pm	Room 3102
Tuesday, November 16, 2015	12:50-1:50pm	Room 3102

# **Action Item Attachments**

### Action Item 3a

		<b>Imperial Valley College</b> Campus-Wide Standing Committee Self-Evaluation Form					
<b>Committee Name:</b> Distance Education Committee							
<b>Committee Charge (Summary):</b> 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.							
<b>For Academic Year:</b> 2014-15				<b>Date of Self Evaluation:</b> August 18, 2015			
Month	Meeting Date(s)	# of Members Attending	Agendas E-Mailed in Advance?		Minutes Posted On-Line?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Sept	09/10/14	12	√		√		Approved recommendation to add a PT Faculty Representative to the committee membership. Established plan of action for adoption of State Authorization Policy. Appointed DE Course Evaluation Team for AY2015-15. Approved DE Committee Evaluation Team for AY2013-14. Discussed and reviewed Course Development Policy and Faculty Training/ Certification policy.
Oct	10/08/14	9	√		√		Approved adding Accessibility training to @ONE courses required prior to teaching online. Approved modification to faculty selection for online course development policy, adding requirement that all faculty within a department be consulted to insure compliance with contractual seniority rights. Approved minimum contact requirements for online course outlines in CurricUNET to insure demonstrated compliance with Regular and Effective Contact Policy. Approved DE Program Review for AY2013-14. Reviewed recommended Course Map Template.
Nov	11/12/14	10	√		√		Approved Course Map Template. Discussed updates on the DE Faculty Selection Policy, Online Course Development Policy, Online Addenda Contact Types, request for PT Faculty Committee Member, State Authorization, and OEI Pilot. Discussed sample policies on Social Networking and Anti-Bullying/Harassment (Cyberbullying).

Dec	12/10/14	10	√		√		Discussed sample policies on Social Networking and Cyberbullying. Reviewed status of committee goal attainment for AY2014-15.
March	03/11/15	12	√		√		Continued discussions on Social Networking and Cyberbullying policies. Discussed @ONE Training policies and course development procedures. Discussed State Authorization deadline July 2015. Reviewed status of OEI Pilot.
Apr	04/14/15	11	√		√		Direction given to Chair on proposed Social Networking and Cyberbullying policies. Reviewed status of new course evaluations. Rejected faculty request for waiver of @ONE training requirements and referred matter to the DE appeals board.
May	05/13/15	10	√		√		Approved State Authorization Policy. Approved revisions to AP4105, to be forwarded to the VP of Academic Services for review and consideration by the Executive Council. Ceased work on proposed Social Networking and Cyberbullying policies due to conflict with concurrent work being done by other campus committees.
June	06/10/15	8	√		√		Discussed committee 2-year term limits resulting in the loss of two trained course evaluators. Will explore options to insure that trained evaluators are allowed to continue committee membership in support of continuity in service and quality of DE program.
Average Attendance		10					
Major Committee Accomplishments & Achievements in Past Year			<ul style="list-style-type: none"> <li>• Added PT Representative to insure equitable representation.</li> <li>• Adopted State Authorization Policy in accordance with CCCCCO directive.</li> <li>• Modified policy for selection of faculty for online course development.</li> <li>• Revised @ONE Training policy to require Accessibility training prior to teaching online in support of ADA compliance.</li> </ul>				
Major Obstacles/Problems with Committee Function			<ul style="list-style-type: none"> <li>• Loss of two members of the committee evaluation team due to term limits.</li> <li>• Inefficiency due to duplication of efforts in policy development.</li> <li>• Confusion as to process for Academic Senate policy review/approval.</li> </ul>				
Recommendations for Improving Committee Process/Efficiency			<ul style="list-style-type: none"> <li>• Waive term limits for committee members serving on the course evaluation team.</li> <li>• Coordinate actions with Academic Senate and IT to reduce potential for duplication of efforts.</li> <li>• Clarify procedures for reporting actions to the Academic Senate.</li> </ul>				

Review of Goals from Previous Year	1 Goal Completion: Developed State Authorization Policy. Related to: Institutional Goal 2
	2 Goal Completion: Evaluated Instructor @ONE Online Training Policy. Related to: Institutional Goal 2
	3 Goal in Progress: Developing DE Plan and Online Faculty Handbook. Related to: Institutional Goal 2
	4 Goal Completion: Facilitated successful participation in OEI pilot. Related to: Institutional Goal 2
Committee Goals for Coming Year	• Goal 1: Facilitate successful participation in OEI pilot. Related to: Institutional Goal 2
	• Goal 2: Facilitate successful campus transition to Canvas CMS. Related to: Institutional Goal 2
	• Goal 3: Obtain waiver of term limits for DE evaluation team members. Related to: Institutional Goal 2
	• Goal 4: Develop Reverse Mentoring Program. Related to: Institutional Goal 2
	• Goal 5: Develop 3-Year DE Plan and Online Faculty Handbook Related to: Institutional Goal 2
Chair/Co-Chair Signature:	_____
Chair/Co-Chair Name:	<u>Gaylla A. Finnell</u>
Chair/Co-Chair Signature:	_____
Chair/Co-Chair Name:	<u>David Zielinski</u>
<b>INSTITUTIONAL GOALS</b>	
<p><b>Goal One (Institutional Mission and Effectiveness):</b> The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.</p> <p><b>Goal Two (Student Learning Programs and Services):</b> The College will maintain programs and services which support students success and the attainment of student educational goals.</p> <p><b>Goal Three (Resources):</b> The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.</p> <p><b>Goal Four (Leadership and Governance):</b> The Board of Trustees and the Superintendent/President will each establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.</p>	
<b>MISSION</b>	
<p>The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.</p>	

## **Action Item 3b**

*Committee: DE Committee*

*Committee Topic: DE Committee Term Limits*

### **DE Committee Term Limits**

#### **Statement of Current Policy**

- Faculty representatives serve 2-year terms and are subject to removal at the end of their terms at the discretion of the Academic Senate.
- Removal of faculty serving on the DE Committee Evaluation Team causes the loss of experienced and trained evaluators, adversely affecting the development of distance education at Imperial Valley College.

#### **DE Committee Involvement and Previous Actions**

- The DE Committee was advised at the end of AY 2014-15 that two of their committee members were being replaced to allow other faculty the opportunity to serve on the committee. This action removed two of the three faculty serving on the DE Committee's Evaluation Team, adversely affecting the committee's ability to provide expert services for the development of new online courses at IVC.
- The DE Committee expressed concern about this issue during its meeting on June 10, 2015, and agreed that term limits for DE Committee Evaluation Team members should be waived to insure that the committee has experienced and trained evaluators to assist faculty in the development of new online courses.

#### **DE Committee Position**

- Faculty serving on the DE Committee's Evaluation Team should be exempt from committee term limits to insure the continuity of services for faculty developing new online courses.

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

- That the Distance Education Committee term limits be waived for faculty serving on the DE Evaluation Team to insure the continuity of services for faculty developing new online courses.
- That the Academic Senate amend their By-Laws to waive term limits for faculty serving on the DE Committee Evaluation Team.

### **CERTIFICATION**

*I hereby certify that the above position statement was approved by the DE Committee on August 18, 2015.*

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*Gaylla A. Finnell, Co-Chair*

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*David Zielinski, Co-Chair*