

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Distance Education Committee			
Committee Charge (Summary)		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.			
For Academic Year		2013-2014		Date of Evaluation 9/10/2014	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept	25	6	1	1	Discussed online course development timelines, development of hybrid courses, and faculty @ONE Training.
Oct	23	10	1	1	Approved CurricuNet online DE Addendum form. Reviewed AP 4105 and AP 4101.
Nov	27	8	1	1	Discussed online course development timelines, faculty @ONE Training, and professional development.
Feb	12	7	1	1	Adopted a committee Value Statement, approved revisions to AP 4105, approved a Course Development Process and @ONE Online Training Policy, rejected faculty requests for waiver of the @ONE training requirements, agreed to request that the Academic Senate add a student representative to the committee membership, and selected a Course Evaluation Team. Discussed the DE Program Review and proposed budget.
Mar	12	7	1	1	Approved recommendation to Academic Senate that a student representative be added to the committee membership, approved a DE course priority evaluation policy, approved DE webpage policy statement re DE course development and @ONE training, approved DE course development checklist, approved DE course evaluation form. Discussed "Regular Effective Contact" requirements, ADA compliance, ADT Substantive Change, Blackboard menu options.
Apr	9	8	1	1	Approved Regular Effective Contact Policy, approved Syllabi Template for online courses, and approved Blackboard Course Menu modifications. Discussed online orientation, ADA compliance issues, ADT substantive change issues, and the development of a DE Plan and Online Faculty Handbook.
Avg Attendance		8	100%	100%	
Major Accomplishments or Achievements in Past Year		1 Developed and approved a "Regular Effective Contact" Policy			
		2 Developed and approved DE Course Development Procedures & Policies			
		3 Evaluated and approved 14 new online courses			
		4 Added a Student Representative to DE Committee membership			
Major Obstacles or Problems with Committee Function		1 Misunderstanding and/or lack of support of committee actions by campus community.			
Recommendations for Improving Process or Efficiency		1 Improve campus understanding and support of committee's actions through regular reports to the Academic Senate and by distributing a bi-monthly newsletter to the campus community.			

