



**IMPERIAL VALLEY COLLEGE**  
**ADOPTED DISTANCE EDUCATION COMMITTEE MINUTES**  
**Wednesday, December 10, 2014**  
**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 (late -excused)
- Veronica Soto, Faculty (non-teaching) Representative
- Deirdre Rowley, Faculty Representative
- Xochitl Tirado, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- 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: Vice President of Academic Services Dr. Nicholas Akinkuoye

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

Coordinator Finnell called the meeting to order at 1:35pm on Wednesday, December 10, 2014.

- a. Welcome to new PT Faculty Representative: *Richard Epps*

#### **2. Consent Agenda**

- a. Approval of Minutes for November 12, 2014

*M/S Rowley/Lovitt to approve the minutes of the November 12, 2014, regular meetings of the DE Committee, as presented.*

*Motion approved unanimously.*

#### **3. Action Items**

- a. None

#### **4. Reports**

- a. Blackboard – Omar  
Gradebook was brought up briefly, Omar is currently working with a faculty member on an issue. He is also working on upgrading the current version of Blackboard.
- b. ADA Compliance – Paige  
No report. Coordinator Finnell indicated that closed captioning issues are still being identified as a challenge per the Chancellor's Office.

- c. Student Support – Martha  
Students are having compatibility issues when submitting essays they authored in other programs in Blackboard. Recommends notifying students of possible compatibility issues if/when using other programs. Conversation ensued regarding the challenges associated with students accessing/completing Blackboard coursework on a mobile device. It was mentioned it could potentially be addressed by adding to the online readiness assessment being developed through the Student Equity Plan.  
A list was requested of the programs installed in each computer lab on campus (since they differ). Omar indicated he would work on this.
- d. Student Services – Veronica  
No Report.
- e. Online Faculty – Faculty Representatives  
No Report.

## 5. Discussion and Information Items

- a. [Social Media Policy and Anti-Bullying/Harassment Policy – Item 5a](#)  
Coordinator Finnell shared that she was informed that Academic Senate does not make policy, therefore developing a social media policy would be the DE Committee’s responsibility. Reviewed example of a policy from UC Berkeley. She would like to see the development of an anti-bullying/harassment policy developed as well by the appropriate committee. Committee member Rowley expressed the desire to see the policy include the restriction of copying and pasting ANY course content on social media sites. Coordinator Finnell will continue to work on this policy and bring it to the March meeting for additional discussion.
- b. Progress Report re Goal Attainment - [Program Review](#)  
It was noted this is a very aggressive list of goals for the next progress report.
  - i. Professional Development  
Looking at partnering with SIDCCCA and ICOE to gain access to lost-cost professional development activities
  - ii. Increase Enrollment in Online/Hybrid Courses  
On track.
  - iii. Develop Faculty Handbook  
Ready for review. Will address this in Spring 15.
  - iv. Develop 3-year DE Plan  
Not yet started, will address this in Spring 15.
  - v. Develop State Authorization Policy  
Not yet started, will address this in Spring 15.
  - vi. Student Equity Goals (will be added at a later date, but acknowledged that we need to track these as well).
- c. Online Faculty Issue – [DE Faculty Selection Policy](#)  
Coordinator Finnell shared that there have been some faculty issues with this policy. An online addendum was developed without notifying the DE Coordinator per policy. She has since then had the opportunity to discuss this issue with the instructor.
- d. @ONE Training Issue – [Online Course Development Policy](#)  
It was discussed that IVC, in their report to ACCJC indicated that all faculty members were required to take the @ONE training prior to teaching online, so we must continue to adhere to this standard. No exception has been made thus far. It was agreed that this continue to be the policy – no exceptions made.
- e. Update – [Online Addenda Contact Types](#) - [CurricUNET](#)  
Coordinator Finnell is continuing to work with Dixie on getting the online addenda updated.

- f. OEI Update - <http://ccconlineed.org/>  
The pilot is continuing to progress. Extensive evaluations are starting to be returning from the OEI on the courses IVC submitted for the pilot program. Terry Norris has been designated as our tutoring contact, with Caroline Bennett designated as the secondary contact.
- g. @ONE Training Policy - [SDCCD Online Instructor Training \(http://www.sdccdonline.net/faculty/training/\)](http://www.sdccdonline.net/faculty/training/)  
Because of IVC's present warning status with ACCJC, Coordinator Finnell recommends we do not look at changing our policy until we are restored to full accreditation.
- h. Other  
Coordinator Finnell asked Lidia, the DE student representative, if there were any DE student issues/concerns, she responded no.

Member Rowley expressed concern about basic skills level courses being developed and taught entirely online. She asked if the DE Committee can require that these specific courses have mandatory face-to-face meetings (at least an orientation/midterm/final). Extensive discussion Ensued. It was agreed that the DE Committee can make a recommendation statement (backed up with data) if desired, but it would only be a recommendation, not a policy.

## 6. Pending Items

- a. DE Newsletter
- b. DE Plan and Online Faculty Handbook
- c. State Authorization Policy

7. **Next Meeting:** Wednesday, March 11, 2015, @ 1:30pm in Room 3102

8. **Adjournment 2:48pm**

# **DISCUSSION/INFORMATION ITEMS**

## **Discussion/Information Item 5a:**

**Social Networking Policy:** Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the college.

### **Anti-Bullying/Harassment Policy**

It is the policy of *Imperial Valley College* to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

**\*Cyberbullying:** Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

## **Discussion/Information Item 5c:**

**IT IS HEREBY RECOMMENDED** that the Academic Senate approve the following policy regarding faculty selection for online course development:

- Faculty requesting development of an online course must be currently employed by IVC.
- Faculty requesting development of an online course must have first taught the course in the traditional face-to-face format at IVC before being approved to develop an online version of the course.
- Faculty requesting development of an online course must get approval from their Department Chair and their Division Dean, as well as notify other FT/PT faculty within their department of their intent to develop the online course.
- Exceptions to this policy must be approved by the Vice President of Academic Services, the Academic Senate President, and the DE Coordinator.

**IT IS FURTHER RECOMMENDED** that step 1 in the IVC Online course Development Policy be revised as follows:

1. Obtain approval to develop an online or hybrid course from Department Chair and Division Dean, as well as notify the other FT/PT faculty within your department of your intent to develop the online course.

## **Discussion/Information Item 5e:**

**IT IS HEREBY RECOMMENDED** that the Curriculum Committee, with the assistance of the DE Coordinator, review and approve revisions to the current course online addenda as needed to insure that online course contact types are correctly listed and in compliance with the IVC Regular and Effective Contact Policy.

**IT IS FURTHER RECOMMENDED** that, at a minimum, all online course addenda list the following contact types:

- Orientation at start of course — Once
- Announcements/Bulletin Boards — Weekly
- Chat Rooms — Weekly or as needed
- Discussion Boards — Weekly or as needed
- Email Communications — As needed
- Online Group Collaboration — As needed
- Face-to-Face Meetings — As needed
- Podcasts — As needed
- Virtual Office Hours — Weekly
- Other — As needed to meet course objectives