



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

Wednesday, June 10, 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
- Dr. Nannette Kelly, Faculty Representative
- Richard Epps, Part-Time Faculty Representative
- Martha Olea, Classified Representative (excused)
- Paige Lovitt, DSPS Representative (excused)
- Omar Ramos, Technology Representative
- Lidia Zambrano, Student Representative (excused)
- Melody Chronister, Recording Secretary

Others Present: Michael Capeci

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 1:40pm on Wednesday, June 10, 2015.

2. Consent Agenda

- a. Approval of Minutes for May 13, 2015

M/S (Kelly/Epps) to approve the minutes of the May 13, 2015, regular meetings of the DE Committee, as presented.

Motion approved unanimously

3. Action Items

- a. None

4. Reports

- a. Blackboard – Omar

The issue reported with incorporating youtube in the previous meeting was brought up with Blackboard. They indicated it is a known issue, and that they are working on it. A question was asked about incorporating HBO, PBS, etc.. Discussion ensued on copyright concerns. Omar will check to see if PBS has an integration with Blackboard.

There was a concern about the Blackboard help link being removed from the course shell default page. Omar will also look into this. This triggered a conversation about Blackboard use by faculty in general. All committee members took turns sharing how much students express their appreciation when faculty use Blackboard for course material and/or grading.

Faculty requested that additional Blackboard trainings are offered so that faculty have the opportunity to learn about its many benefits. Coordinator Finnell expressed excitement to see that faculty are collaborating

with each other to improve distance learning as well as incorporating Blackboard into their traditional classes. It was suggested to have an avenue where faculty can share best practices with Blackboard (a repository) – to continue to grow this collaborative effort. Omar and Coordinator Finnell will look into this suggestion over the summer.

It was suggested to have a Blackboard Summit to go over a number of Blackboard topics for students and faculty. It was mentioned that this could possibly be added to the Tech de Mayo Summit.

- b. ADA Compliance – Paige – No Report
- c. Student Support – Martha – No Report
- d. Students – Lidia – No Report
- e. Faculty – Faculty Representatives – Discussed under the Blackboard report

5. Discussion and Information Items

a. Committee Membership 2015-16

Previously once you were assigned to a committee you were on it indefinitely until/unless you resign. Now it has been determined that Academic Senate bylaws reflect a two-year term. As a subcommittee of the Academic Senate, the faculty representatives are appointed by the Academic Senate. Many faculty members are in need of a committee assignment. This was taken into consideration when the new faculty appointments were made. The committee suggested that it be recommended to Academic Senate to revise the bylaws to afford current committee members the opportunity to remain on the committee following the end of their term before being offered to another faculty member due to the skill and expertise developed by the faculty during their tenure on the committee. There was also a recommendation to add additional faculty representatives to the committee as well due to the nature of the committee.

b. Committee Meeting Schedule 2015-16

The Academic Senate developed and approved a committee schedule for their subcommittees in light of the new four day a week campus hour. Distance Education was moved to the third Tuesday of the month from 12:50pm-1:50pm. It was suggested that the committee meet twice a month instead of once a month – the first and third week of the month. The committee wanted to hold off on committing to two meetings a month at this point in time and revisit this topic in the Fall once we have started the new schedule. It was suggested to do a survey of the committee members in the meantime to determine what direction to take.

c. State Authorization Update

The general catalog was revised to incorporate this authorization and complaint process. The website was also updated as required. The committee took an opportunity to review the updated DE website. The deadline was met.

d. OL Course Development Procedure

Approval was made by the Distance Education Committee in October 2014 to require the additional @ONE course. Academic Senate indicated that they do not need to approve this policy change. With this in mind, the approved changes were added to the DE website where it listed the requirements for faculty to teach online. It was reconfirmed by the committee that this additional requirement is important and should be enforced. The course development checklist was also updated.

It was suggested to have the existing courses re-evaluated by Paige Lovitt (DSPS representative) for accessibility content.

The next deadline is in September. In light of the change of the composition of the committee, additional evaluators will be needed to evaluate these courses.

- e. DE Committee Evaluation
The last evaluation was completed at the beginning of the fall semester. Reviewed this previous evaluation. Changes will be brought to the first meeting in Fall 2015 semester to determine the committee's accomplishments and 15-16 goals.
- f. Canvas/OEI Campus Forum – September 9, 2015 @12:50-1:50pm
OEI Pilot has been going well. The online tutoring services have worked well – students are providing positive feedback. Those services will be offered campus-wide in all disciplines at a discounted rate due to our involvement in the OEI Pilot.
Our Blackboard contract ends in 2017. This means there will most likely be a period where both these platforms may be available at IVC during the transition period.
A Canvas/OEI Campus Forum will be given in the Fall. Reviewed potential schedule for this forum. It was suggested to use the hospitality budget to provide some refreshments during a “meet and greet” session with the Canvas team.
- g. Conferences – OTC 2015 in San Diego June 16-19
Three committee members will be attending. Also discussed other conference opportunities.
- h. Summer Online Courses – Update
Courses are filling fast – there is a clear demand for more online courses.
Discussed the improvements that have been made to address success and retention concerns. Many of the additional tools and trainings made available through the OEI has been very helpful in improving these numbers.
- i. Blackboard Training
Coordinator Finnell would like to have a regular training schedule that includes sessions at different times so that all faculty have access to these trainings. ICOE has a similar structure that she would like to mirror if possible. The demand appears to be there by both the faculty and the students.
It was suggested that mentors worked well when they were in place. Coordinator Finnell agreed that this worked well, but we have to remember that we do not have a budget for this and would need to rely on volunteer efforts.
- j. Other - None

6. Under Development

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

7. Next Meeting:

- a. Tuesday, August 18th, 2015, @12:50-1:50pm in Room 3102

8. Adjournment

Date (3rd Tuesday of Each Month)	Time	Location
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