



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
 Tuesday, May 31, 2016
 12:50p.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.

1. Call to Order & Welcome

2. Consent Agenda

- a. Approval of Minutes for April 19, 2016

M/S (_____/_____) to approve the minutes of the April 19, 2016, regular meetings of the DE Committee, as presented.

3. Action Items

- a. Position Paper: Section 508 Accessibility

4. Discussion and Information Items

- a. IEPI Partnership Resource Team Visit - Debriefing
- b. Canvas Implementation Team Update
 - i. Campus Canvas Training – Melanie
 - ii. Branded Course Shell – Melody
 - iii. Introduction to Canvas Course - Gaylla
- c. Online Faculty Training @ONE
 - i. Transition to 12-week program
 - ii. SDICCCA Training Options
- d. New OL Course Development and Evaluations Update
- e. OEI Update
- f. DE Coordinator Position Update
- g. DE Substantive Change Proposal
- h. Online Teaching and Technology Training
 - i. OTC 2016 – June 16-17 in San Diego
- i. Other

5. For the Good of the Order

6. Under Development

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

7. Next Meeting:

- a. Tuesday, **September 20, 2016**, @12:50-1:50pm in Room 3102

8. Adjournment

Date (3rd Tuesday of Each Month)	Time	Location
February 16, 2016 Cancelled	12:50-1:50pm	Room 3102
March 15, 2016	12:50-1:50pm	Room 3102
April 19, 2016	12:50-1:50pm	Room 3102
May 17, 31, 2016	12:50-1:50pm	Room 3102

Committee: DE Committee
Committee Topic: Section 508 Accessibility

RECOMMENDATION: SECTION 508 ACCESSIBILITY

Statement of Current Policy

- New online and hybrid courses must comply with Section 508 accessibility requirements.
- New online and hybrid courses are required to complete an evaluation of Section 508 compliance prior to being approved for placement on the class schedules.

DE Committee Involvement and Previous Actions

- The DE Committee DSPS representative, Paige Lovitt, was the Section 508 accessibility compliance evaluator until she left the DE Committee due to a job reassignment in February 2016.
- In March, 2016, the DE Coordinator contacted the DSPS regarding the need for a Section 508 accessibility compliance evaluator and was advised that the DSPS office does not provide this service.
- The DE Committee does not have a designated Section 508 accessibility compliance evaluator for online/hybrid courses and there is concern that our online/hybrid courses may not meet Section 508 accessibility requirements, exposing IVC to potential legal violations.

DE Committee Position

- The DE Committee's evaluation of online/hybrid courses must include an evaluation of Section 508 accessibility.
- Failure to comply with Section 508 accessibility requirements exposes IVC to potential legal violations.
- The DE Committee requests the Academic Senate's assistance in facilitating the designation of a Section 508 accessibility expert to conduct the accessibility evaluations for online/hybrid courses to insure compliance with legal requirements.

IT IS HEREBY RECOMMENDED that the Academic Senate meet with the IVC leadership to discuss the need for a 508 Accessibility Expert on staff to provide evaluations of online/hybrid courses prior to their approval for class schedules.

CERTIFICATION

I hereby certify that the above recommendation statement was approved by the DE Committee on May 17, 2016.

Gaylla A. Finnell, Co-Chair

David Zielinski, Co-Chair