



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

Tuesday, April 19, 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.

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
- Ric Epps, Faculty Representative
- Cathy Zazueta, Faculty (non-teaching) Representative (excused)
- Glenn Granish, Part-Time Faculty Representative (excused)
- Martha Olea, Classified Representative (excused)
- Vacant, DSPS Representative – Norma Nava serving as alternate
- Omar Ramos, Technology Representative
- Benjamin Barajas, ASG Student Representative

Recording Secretary: Melody Chronister

Others Present: Sidne Horton, Frank Hoppe

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 12:57pm.

2. Consent Agenda

Approval of Minutes for March 16, 2016

It was requested to add the resolution language to the minutes. Also add Kathleen Dorantes to the guests present.

The March 16, 2016 DE Committee Minutes were accepted with the stated modifications.

3. Action Items

None

4. Discussion and Information Items

- a. IEPI Partnership Resource Team Visit 04/27/2016
 - i. DE Committee Meeting @2:30pm-3:30pm in the Boardroom
Similar to the FCMAT review, but this is from an institutional effectiveness perspective versus a fiscal perspective. It will be a team of community college leaders. Distance Education was one (of multiple) of the communicated areas the team will focus on. Discussion ensued on the history of distance education at Imperial Valley College.
- b. Canvas Implementation Team Update
 - i. Branded Course Shell – Melody Chronister
Melody provided a brief introduction of the course shell. Development is ongoing.
 - ii. Canvas @IVC: What You Need to Know
 - 1. Tuesday, April 26th in Room 2734 – Campus Hour

Will include an introduction of the IVC course shell (similar to what was done with Blackboard) as well as an initial training timeline.

2. Campus Survey

A survey will be provided following the presentation to allow for feedback.

iii. Campus Canvas Training Timeline

A timeline will be developed and presented by the DE Coordinator and the transition team.

c. Online Faculty Training @ONE

i. Transition to 12-week program

The current program is sun-setting in one year (July 2017). Programs will need to be completed within a year. It will be replaced with a 12-week program (cost \$330). They are working with a university to get university credit (but it will cost more). These changes will be communicated on the IVC DE website.

ii. SDICCCA Training Options

Some other schools have developed their own online faculty training programs. SDICCCA has one available, but it is built around Blackboard. Southwestern is also developing an in-house training program based on the OEI rubric. Gaylla is checking to see if this could be made available to IVC faculty.

d. New OL Course Development and Evaluations Update

Reviewed the courses submitted for Summer/Fall 2016 for evaluation (6 courses).

e. OEI Update

Both Gaylla and Melody are going to the OEI consortium in Sacramento next month.

f. DE Coordinator Position Update

In progress.

g. DE Substantive Change Proposal

In progress.

h. Online Teaching and Technology Training

i. Tech de Mayo 2016 – Saturday, May 7th

Recommending everyone to sign up.

ii. OTC 2016 – June 16-17 in San Diego

Four faculty members are planning on attending.

i. **For the Good of the Order**

None

j. **Under Development**

a. DE 3-Year Plan

b. Online Faculty Handbook

k. **Next Meeting:**

a. Special meeting for IEPI on Wednesday, April 27, 2016, @2:30-3:30pm in Room 3108

b. Regularly scheduled meeting on Tuesday, May 17, 2016, @12:50-1:50pm in Room 3102

l. **Adjournment**

Coordinator Finnell adjourned the meeting at 1:55pm.