



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, September 20, 2016
12:50p.m. – Classroom (2727)

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

- Xochitl Tirado, Distance Education Coordinator, Co-Chair
 - Nicholas Akinkuoye, Administrative Representative, Co-Chair
 - Ric Epps, Faculty Representative
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative
 - Austen Thelen, Faculty Representative
 - Kristen Gomez, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martha Olea, Classified Representative
 - Vacant, DSPS Representative – Norma Nava serving as alternate
 - Omar Ramos, Technology Representative
 - Benjamin Barajas, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Michael Heumann, Audrey Morris, Josue Verduzco, Alejandro Marquez, Jeff Enz, Kaylin Minor

1. Call to Order & Welcome

Coordinator Tirado called the meeting to order at 12:56pm.

Membership Changes: Xochitl Tirado is now the new DE Coordinator; the administration representative is now Dr. Nicholas Akinkuoye, with David Drury serving as alternate; Full-time faculty representative is now Ric Epps due to Kevin Howell taking on the role as SLO Coordinator; Non-teaching faculty representative is now Kristen Gomez. DSPS Representative is still vacant.

2. Consent Agenda

Approval of Minutes for May 31, 2016

The May 31, 2016 DE Committee Minutes were accepted as presented.

3. Action Items

- a. None

4. Discussion and Information Items

- a. Online Faculty Training @ONE

- i. 12-week course

Now @ONE is offering a 12-week course in place of the 6 individual courses. Our current DE process reflects these individual courses (5) are required, but notes that it is sun-setting in Spring 2017. It also indicates that effective Fall 2016 the 12-week course will be accepted in lieu of the 5 individual courses.

- ii. Revise DE Process- to correctly reflect @ONE courses

Need to reach out to faculty that have not yet completed all 5 courses to ensure they know that they only have until Spring 2017 to finish up. Xochitl will modify section 7 and 8 of the development process document and present for a vote at the next meeting to clarify this.

Member Epps brought up the concern about these @ONE courses being offered in other formats like Moodle and Blackboard instead of Canvas. Coordinator Tirado will confirm if the new 12-week course will be offered in Canvas exclusively.

b. Canvas Training –Fall 2016

i. @ONE Self-paced course

There is still a self-pace course available for faculty members that are interested. Faculty members just need to request to be registered for it by emailing Coordinator Tirado.

ii. Possible training schedule

Instructure is offering new pre-scheduled, live training courses on Canvas. Reviewed topics being covered in individual training sessions. Sessions are available for Faculty and Administrators. Each session is an hour. They are offered all day; you just pick a time slot / topic.

Given the limited time available to provide in-depth training, these training sessions appear to be the best option. The Cost is \$5,000 for one-year unlimited training for the District for one year (all faculty and staff). Presently looking for a funding source to provide these training opportunities to the campus.

It was suggested to have five on-site trainers attend these trainings once a site license is purchased so that live trainings can be offered on campus. Ric Epps and Terrie Sullivan volunteered to be two of the five trainers. Question was asked if staff persons can also be trained as well, such as IT support, administrators, and student-support personnel. It was acknowledged this falls outside of the scope of the DE Committee.

Question was asked about student training. Coordinator Tirado said she is continuing to look into this. Once we fully transition to Canvas, Canvas provides phone support (24/7 help desk), which will be our primary support.

Verduzco shared that this semester a new program was introduced that helps with study skills habits. As a part of this program, he has 6 students available to help other students on how to use Canvas or Blackboard. They can set up an appointment in the Study Skills Center to meet with one of these tutors.

iii. Training Topics

Covered under agenda item b.ii.

c. Course Shell in Canvas Common

Last semester there were two course shells made available on the Canvas Commons. There are some changes needed to make it better-align with OEI standards. Coordinator Tirado will determine what changes are needed so they can be introduced. It was pointed out that OEI evaluators are very strict about the application of the OEI course design rubric.

d. OL Course Development and Evaluation Update

Faculty should check with the department chairs, as a list was sent out to confirm who is approved to teach specific courses online. Courses not currently in development should go through the selection process as outlined in the course development process.

A question was asked about re-evaluation of courses once they transitioned into Canvas. Coordinator Tirado mentioned that there is language in the contract that indicates the coordinator must approve the payment for conversion. This may be the avenue to allow for this re-evaluation to occur. This issue will be brought back to a future meeting.

e. OEI Update

Going live with next semester with 8 colleges. We are one of those colleges. Reviewed a number of LTI (apps) being rolled out.

i. OEI Consortium

1. MOU

Tabled

2. Canvas Implementation Timeline
Tabled
3. Future course offerings
Tabled
4. Courses in demand
Tabled
5. Implementation Team
Tabled
6. Course review rubric
Tabled
7. Ally
Tabled
8. Test Proctoring & Proctorio
Tabled

i. Under Development

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

j. Next Meeting:

- a. Tuesday, **October 18, 2016**, @ 12:50pm-1:50pm in Room 2727

k. Adjournment

Coordinator Tirado adjourned the meeting at 1:50pm