



**IMPERIAL VALLEY COLLEGE**  
**DISTANCE EDUCATION COMMITTEE MINUTES (Unadopted)**  
**Wednesday, October 8, 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 (excused)
- Xochitl Tirado, Faculty Representative
- Dr. Nannette Kelly, Faculty Representative
- Martha Olea, Classified Representative
- Paige Lovitt, DSPS Representative
- Omar Ramos, Technology Representative
- Lidia Zambrano, Student Representative
- Melody Chronister, Recording Secretary

Others Present: Michael Heumann, Michael Capeci, Sidne Horton, Kathleen Dorantes

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

Coordinator Finnell called the meeting to order at 1:35pm on Wednesday, October 8, 2014.

- a. Roll Call
- b. Membership Changes

### **2. Consent Agenda**

- a. Approval of Minutes for April 9, 2014
- b. Approval of Minutes for September 10, 2014

*M/S/C Tirado/Soto to approve the minutes of the April 9, 2014, and September 10, 2014, regular meetings of the DE Committee, as presented.*

*Motion Carried Unanimously.*

### **3. Action Items**

- a. Position Paper – Online Course Development Policy

Previously discussed how we were not in compliance with ADA standards, so it was felt that it was best to require the @ONE accessibility course *prior* to teaching online (right now it can be taken after approved to teach online and already teaching). That leaves only 2 courses required once initial approval is given, so it is also recommended to modify the time to complete remaining 2 courses from 3 years to 2 years. Academic Senate President Heumann asked why the Committee does not require all 5 before teaching online?

Coordinator Finnell agreed that this would be a great idea, but at this point the committee was concerned

about push back from faculty due growing number of pre-approval requirements, as well as the challenges with accessibility to these courses (offerings and seats in these courses are limited). Member Tirado indicated that she has taken 4 of the 5 courses in question, but feels that the first 3 are essential (the 2 presently required to be approved to teach online plus the accessibility course)... the other 2 course are helpful, but not as pertinent. Part-Time Faculty President Capeci asked about the possibility of getting an extension if a faculty member is unable to meet this revised 2-year requirement. Coordinator Finnell indicated that this would need to be addressed by the committee if/when the event arises, as it has not yet been an issue. CTA representative Horton asked if those already in the development process would be grandfathered under the old (3 year) policy, Coordinator Finnell said yes. It was suggested that an effective date be added to clarify this policy; the committee agreed.

*M/S/C Lovitt/Kelly to approve this position paper with the addition an effective date these new requirements will begin.*

*IT IS HEREBY RECOMMENDED that the Academic Senate approve the following changes in the IVC Online Course Development Policy:*

- 1. Obtain approval to develop an online or hybrid course from your dean, division chair, and/or department chair.*
- 2. Contact the DE Coordinator, Gaylla Finnell, at [gaylla.finnell@imperial.edu](mailto:gaylla.finnell@imperial.edu) or ext. 6511 to be placed on the course development schedule. In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.*
- 3. Prior to teaching online at IVC, instructors must complete two three courses through @ONE Training (Introduction to Online Teaching and Learning, and Introduction to Teaching with Blackboard, and Creating Accessible Online Courses). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.*
- 4. After completion of the first three two introductory @ONE courses, faculty are required to complete two (2) three (3) additional @ONE courses (Building Online Community with Social Media; Creating Accessible Online Courses; and Designing Effective Online Assessment). These courses must be completed within two (2) three (3) years of completing the first three two introductory courses.*
- 5. No later than six (6) weeks prior to the start of priority registration, develop at least 50% of your online course for review and approval through the Distance Education Committee. Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.*
- 6. All courses must meet the accessibility requirements of Section 508.*

*IT IS FURTHER RECOMMENDED that the above policy changes become effective on the day following the approval of the Academic Senate. Faculty already approved to teach online under the previous online course development policy will be grandfathered in and allowed to continue the development of their online course(s) under the previous policy.*

*Motion Carried Unanimously.*

b. Position Paper – Online Faculty Selection

This position paper and recommendation helps clarify online faculty selection requirements. Present process has caused problems as department chairs are approving development of courses without getting input from other faculty members and/or deans. This creates issues with seniority and faculty course selection. This runs the risk that less senior or part-time faculty could invest time and energy into developing a course that they then would be unable to teach, due to these above problems. These issues are addressed in this recommendation by requiring that permission be sought by the Department Chair, the Dean of the applicable department, as well the faculty in the department, to reduce the risk of duplicate development or similar challenges. Visitor English Chair Dorantes asked if this now means that the department as a whole must take a vote to determine who can develop online courses. Coordinator Finnell indicated that this could be interpreted differently by each department, but she envisions the department simply discussing it to confirm development is not be duplicated. Chair Dorantes suggested using the word

“notification” would then fit better than the word “approval” when referencing faculty input into the development process; the committee as a whole agreed with this modification to the recommendation.

This recommendation also stipulates that part-time faculty must be members of the IVC community. Presently full-time faculty are required to teach a portion of their load on campus – so this recommendation applies the same ideology. The committee acknowledges that some programs only have part-time faculty, some of which may not live in close proximity to the main campus. This recommendation would afford the administration the ability to make similar exceptions, thus the reason the recommendation includes an exception clause. Heumann suggested that a collaborative exception process be included instead of simply allowing exceptions be made by the Vice President of Academic Services. The committee agreed, and modified the recommendation to require that the Vice President of Academic Services, Academic Senate President, and the Distance Education Coordinator all agree on any exceptions made prior to execution, to ensure that the exceptions clause is not exercised frequently without strong warrant. Visitor CTA Representative Horton suggested we strike the last sentence “The decision to employ PT online faculty who are not otherwise employed by IVC should be evaluated and approved by the Vice President of Academic Services”. This recommendation was also agreed upon unanimously by the committee members.

One final modification to the position paper in question was to change Division Chair to Department Chair, as this is the appropriate title.

*M/S/C Lovitt/Tirado to approve this position paper and the following modified recommendation:  
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:*

*Obtain approval to develop an online or hybrid course from your dean, division chair, and/or 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.*

*Motion Carried Unanimously.*

c. Online Addenda Contact Types

This is a follow-up to the regular effective contact policy approved by the AS last meeting. One item that demonstrates this requirement is the online addenda contact types, which is attached to the course outline of record in Curricunet. IVC needs to ensure that this addenda matches the recently approved regular effective contact policy to stay in compliance with ACCJC. The committee reviewed the list of online addenda already approved by the Curriculum Committee (by course). Coordinator Finnell was concerned with some of their regular effective contact language. The committee agreed that each addenda needs to be looked at and updated as needed to include at a minimum the following list (see motion). Dean Patterson suggested a training be provided on podcasting. Academic Senate President Heumann suggested that this recommendation go next to the Curriculum Committee for discussion and approval.

*M/S/C Soto/Kelly to approve this position paper and the following recommendation to the online addenda contact types:*

*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*

*Motion Carried Unanimously.*

d. **DE Program Review**

Program review has been submitted to the committee. Suggested changes received via email were made. The final program review is now before the group today.

*M/S/C Soto/Tirado NOW, THEREFORE, IT IS RECOMMENDED that the Distance Education Committee approve the DE Program Review as submitted to the Vice President of Academic Services on September 24, 2014.*

*Motion Carried Unanimously.*

e. **Course Map Template**

Due to concerns about the sheer variety of course maps presently being developed and used, it was felt that a course map template should be adopted. Currently, some course maps have been simply one sentence per topic/lesson, where others have been several pages long. Developing a template will help guide faculty in how to develop their own. Reviewed three samples of a course map. Academic Senate President Heumann does want to stress that each discipline may be different, so we need to be mindful of these differences when developing a template. Member Kelly agrees that there should be room for creativity and individuality. The committee agreed and suggested that three samples should be used and provided to faculty who are developing their course map, to allow for some flexibility. CTA representative Horton suggested that a list of minimum requirements be put together to go with the samples to provide clarity of expectation.

*M/S/C Kelly/Lovitt to approve the use of three course map samples provided as agenda attachment 3e, along with a list of minimum content requirements.*

*Motion Carried Unanimously.*

#### **4. Discussion and Information Items**

a. **San Diego CC District Training Program**

Since we are a member of SDICCCA, we have access to free online courses for faculty on how to teach online, offered by San Diego CCD. Coordinator Finnell suggested that the committee consider allowing for two pathways to complete the necessary requirements to teach online at IVC. One being @ONE and the other being San Diego's courses. She requested that the committee take a look at the course offerings and content between now and the November DE meeting, to develop an opinion on the course content, compared to the @ONE courses. She will send the committee members the link to review. This may help alleviate the access (course availability) issues faculty are presently experiencing with @ONE.

b. **Blackboard Report – Omar**

No report.

- c. ADA Compliance Report – Paige  
Working on one problem with a faculty member on ADA compliance that the individual faculty member identified and brought to her.
- d. DE Coordinator Report – Gaylla
  - i. Position Paper – Committee Membership (PT Faculty Representative)  
This will be in place in the beginning of November, still being discussed by Academic Senate
  - ii. Position Paper – State Authorization Policy  
This is a big issue in the state of California. The Academic Senate approved the DE Committee's recommendation to first seek AZ approval. Coordinator Finnell sought authorization and confirmed with AZ that authorization is not needed by community colleges – we are fine to continue as is. The SHEEO (website) provides a list of all the state contacts to seek additional state authorizations. Coordinator Finnell will continue to seek approval from the remaining states that do not charge fees to seek authorization. An overall policy still needs to be developed by IVC that reflects which states we have authorization from that can be viewed by IVC students and faculty.
  - iii. DE Committee Evaluation  
The Distance Education Committee evaluation went to and was accepted by Academic Senate as presented.
  - iv. Syllabi Template  
Academic Senate asked that Coordinator Finnell look at the Syllabi template to ensure it is accessible, which she recently has done. They also requested that she merge the two templates (online and face-to-face) into one, which she also did. The committee reviewed the revised template.
- e. DE Course Evaluations Update  
We only have three new online courses going forward this semester for evaluation (for Spring 15 delivery). Our deadline was October 1<sup>st</sup> to have the course submitted (50% developed), and only three faculty members were able to meet this deadline. Discussed the seven courses that were unable to meet this deadline. Coordinator Finnell suggests that the faculty of the remaining courses on the list to evaluate in future terms be contacted to confirm they are still interested in teaching online, as well as confirm the desired semester for delivery. Once this contact has been made, the new list of courses and suggested priorities to review all future courses will be brought to the DE committee.
- f. OEI Update  
The faculty who have expressed interest in participating in this process (4) have or are in the process of submitting their application. We should be notified by October 15<sup>th</sup> which faculty and courses will be selected to participate in this pilot. Reviewed the benefits of the pilot program.
- g. Faculty Intellectual Property Rights  
Ongoing discussion with CTA President and AS President to develop a clear definition. Acknowledged that CTA Part-Time President could also be part of the conversation.
- h. DE Newsletter  
In progress.
- i. DE Plan and Online Faculty Handbook  
In progress.
- j. Free Training Opportunities
  - i. 2014 Distance Learning Summit – Friday, 10/24/14 @8:30am-3:30pm – SDCCD (5 Slots)

## 5. Other

None

**6. Next Meeting:** Wednesday, November 12, 2014, @ 1:30pm in Room 3102

**7. Adjournment**

Coordinator Finnell adjourned the meeting at 3:02pm