



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

Brian McNeece, Administrative Representative, Co-Chair
Gaylla Finnell, Distance Education Coordinator, Co-Chair
Kevin Howell, Faculty Representative

- Ralph Marquez, Faculty (non-teaching) Representative
- Deirdre Rowley, Faculty Representative - *Excused*
Xochitl Tirado, Faculty Representative
- Mary Jo Wainwright, Faculty Representative - *Excused*
Martha Olea, Classified Representative
Paige Lovitt, DSPS Representative
Omar Ramos, Technology Representative
Melody Chronister, Recording Secretary

Others Present: None

1. Call to Order

Coordinator Finnell called the meeting to order at 1:34pm on Wednesday, April 9, 2014.

- a. Roll Call
- b. Membership Changes (none)

2. Consent Agenda

- a. Approval of Minutes for March 12, 2014
M/S/C McNeece/Lovitt to approve the minutes dated March 12, 2014 as presented.
Motion Carried Unanimously.

3. Action Items

- a. Policy Statement – Regular Effective Contact
M/S/C Lovitt/Olea to approve the Regular Effective Contact Policy with the modifications discussed.
Motion Carried Unanimously.

Coordinator Finnell shared that much pressure is coming down from the state regarding regular effective contact. She used Grossmont College's existing Regular Effective Contact policy as a guide. We must have policies that have faculty-initiated contact on a regular basis in the online courses. Reading of policy ensued. McNeece is concerned about the content, is three items out of the twelve methods of contact listed enough to prove effective contact? He

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