

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

Others Present: Sidne Horton

1. Call to Order

Coordinator Finnell called the meeting to order at 1:35 pm on Wednesday, March 13, 2014.

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

2. Consent Agenda

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

3. Action Items

- a. Recommendation to Academic Senate regarding Student Representative Membership

Coordinator Finnell explained that this policy was developed to reduce the confusion expressed in last DE meeting. Time constraints limited the number of courses the evaluation team would be able to review, so it was determined to prioritize the course evaluations as follows:

1. Courses affiliated with an Associate Degree Transfer (ADT);
2. Courses affiliated with an Associate Degree;
3. Courses affiliated with a Certificate; and
4. Courses not affiliated with a degree or certificate.

As a result of the above mentioned time constraint, seven courses were bumped to Spring 2015; using the prioritization list to determine which seven would not be reviewed in time for Fall 2014. The committee expressed concern about those that were bumped. It was recommended that the courses denied in Fall 2014 should be reviewed first for Spring 2015, versus being reprioritized (as this could cause them to get bumped repeatedly). Member Lovitt asked about the number of those who have completed the required @ONE courses. Coordinator Finnell indicated that there are seventeen faculty members that have completed and eighteen faculty members that are in progress. There will be a need to prioritize (and bump) again for Spring 2015; as there is twenty-three courses that need to be reviewed, and there will not be enough time to do so prior to the start of registration in November. Of the fourteen courses to be reviewed for Fall 2014, three are ready to be evaluated. A question was asked if the present due date of six weeks prior to start of registration for the term in question allows for enough time for the evaluation committee to review the course. Subsequently, the suggestion was to increase the deadline from six weeks to two months to allow the committee more time to review. This would mean that the fourteen courses to be reviewed for Fall 2014 would need to have their requirements completed by May 1st versus June 2nd. Coordinator Finnell shared that she will encourage the faculty to complete them as quickly as possible for ample time to review. Guest Horton asked when the faculty will be notified if their course has been approved. Coordinator Finnell responded no later than one week before priority registration begins (which would be June 30th for Fall 2014 courses).

Member Howell asked what the policy is when someone's course is denied upon review. Does the faculty member get time to fix the issues, or are they immediately bumped to the next term? Co-Chair McNeece recommends a mentoring process if a course is denied. Coordinator Finnell indicated that she is filling this role as DE Coordinator, and is presently meeting with a faculty member that had been denied before to ensure he is making progress with ng p--17.[]

to take on the cost of reviewing the additional courses. It was determined that since this is a negotiable item, the existing policy prioritization of fourteen is appropriate until/unless the other need is addressed.

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b. ADA Compliance Issues

The current courses being taught online were not evaluated for ADA compliance; so presently we are not in compliance. Coordinator Finnell was concerned if we even had a system in place to make a course more ADA compliant. Co-Chair McNeece indicated that he was informed that this topic is being brought up frequently at the Chief Instruction Officers meeting VP Berry is attending this week in San Francisco. Member Ramos stated that there is a company called Three Play Media that does transcription and closed captioning of videos. These types of services are typically paid for out of the applicable department budget or grant funding if available. Coordinator Finnell

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f. Program Review

Coordinator Finnell shared that when completing the program review for Distance Education she looked over multiple charts of DE data, and wanted to point out the gap between the face-to-face and online courses. IVC's success and retention gaps are much larger than the stated CCC average (Success: 18.2 IVC versus 9 state average for 11-12; and Retention 8.7 IVC versus 6.2 state average for 11-12).

g. Faculty Right of First Refusal - Tabled Discussion

h. Online Education Initiative

Coordinator Finnell shared that those faculty members that complete the certification with @ONE can get into a pool of faculty to teach courses online for the California Community College online college system. The certification presently requires one more additional course besides the five courses IVC is requiring to teach online. Coordinator Finnell said she is encouraging faculty to complete the additional @ONE course to receive this certification.

i. Third Party Software - Tabled Discussion

j. Online Course Development and Training
Discussed under action item 3.b.

k. Online Teaching Conference 2014: San Diego, June 20-21, 2014

Coordinator Finnell shared that the 2014 Online Teaching Conference is coming up in case anyone is interested in attending. Committee Member Tirado and online faculty member Audrey Morris are planning on attending.

l. SDICCCA/Chancellor's Office DE Coordinator Committees

Coordinator Finnell just briefly shared that she is attending these meetings and bringing back the information disseminated at these meetings as items of discussion as needed.

4. Other

- a. Member Howell wanted to revisit the mandatory orientation discussion that occurred at the last DE meeting. He expressed concerned about those students that do not live in the area. Suggested that instead of having a mandatory orientation, have a quiz the first week of class that needs to be passed regarding online learning/course navigation before being allowed to move forward