



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
Veronica Soto, Faculty (non-teaching) Representative
Deirdre Rowley, Faculty Representative
Xochitl Tirado, Faculty Representative
Dr. Nannette Kelly, Faculty Representative
Martha Olea, Classified Representative
Paige Lovitt, DSPS Representative

1:38pm on Wednesday,

September 10, 2014.

- a. Roll Call
- b. Membership Changes

Coordinator Finnell is pleased to announce that Lidia Zambrano has been selected to fill this position by the ASG President.

Nannette Kelly replaced Mary Jo Wainwright as a faculty representative
Veronica Soto replaced Ralph Marquez as faculty (non-reaching) representative.

Lidia Zambrano appointed as student representative

2. Consent Agenda

- a. Approval of Minutes for April 9, 2014

This item has been tabled and deferred to the next meeting.

3. Action Items

- a. Position Paper – Committee Membership (PT Faculty Representative)
When the request went out to fill the two vacancies on the distance education committee, there was a number of PT faculty that expressed interest. However, these positions must go to full-time faculty members, as they have a contractual committee participation obligation. Coordinator Finnell's recommendation to the

committee is to specifically add a part-time representative to the committee. Member Rowley inquired about the guidelines surrounding requirements to teach online, and how it may impact PT faculty. Discussion ensued.

M/S/C Lovitt/Soto IT IS HEREBY RECOMMENDED that the Academic Senate add a PT Faculty Representative to the voting

d. DE Committee Evaluation

Coordinator Finnell will be emailing the survey result to committee members at a later date. The survey results were used to compile the DE committee evaluation form. 2013-14 accomplishments and goals for 2014-15 listed on the evaluation form reviewed.

The evaluation form has a section that asked for major obstacles or problems and/or recommendations for improving efficiencies. The length of the meeting was brought up, but it was agreed that the existing schedule of 1.5 hour meetings once a month is appropriate.

Coordinator Finnell suggested developing survey students can take at the end of an online course as a means to collect feedback on their online experience. This idea was well received.

Coordinator Finnell requested that individual members submit any additional suggestions to her personally if desired.

M/S/C Rowley/Howell IT IS HEREBY MOVED that the DE Committee Evaluation is approved, as amended, and the DE Coordinator is directed to submit the evaluation to the Academic Senate for review during their September 17, 2014, meeting.

Motion Carried Unanimously.

e. DE Program Review and Setting of Goals

Unfortunately a copy of the program review is not available for dissemination at this meeting. However, a copy of the data used to support the narrative was presented, including success, retention, productivity, and fill rates.

No motion will be made on this item at this time as the document in its entirety must first be made available to the committee members for review.

f. DE Course Development Priority List

Coordinator Finnell wanted to bring this topic to the committee as it has been brought up as a concern. Discussed the courses that were rejected for Fall 2014 and the reasons surrounding these rejections (ranging from curriculum limitations such as needed a DE addendum and/or requiring a substantive change proposal to residency requirements). The committee reviewed the priority list of Winter/Spring 2015 courses under development. Member Kelly suggested that a requirement be established that prohibits or limits course development by part-time faculty members. Discussion ensued.

Coordinator Finnell will bring back a policy that clarifies course development priorities and processes

4. Discussion and Information Items

a. Blackboard Report – Omar

No major problems reported since the start of the Fall 2015 semester.

b. ADA Compliance Report – Paige

Member Lovitt recommended that the accessibility course be considered as a required course prior to faculty being permitted to teach online as this course has proven very helpful in getting individual faculty member's courses ADA compliant prior to be slated for review by the Evaluation Team.

c. OEI Update – Gaylla

IVC will be able to have additional support services as a re

Coordinator Finnell wanted to share the following training opportunities:

- i. Day with TechSmith – Friday, 09/19/14 @9:30am-3pm – SDCCD (Open Enrollment)
 - ii. Blackboard Symposium – Friday, 10/03/14 @10am-3pm – SDCCD (Open Enrollment)
 - iii. 2014 Distance Learning Summit – Friday, 10/24/14 @8:30am-3:30pm – SDCCD (5 Slots)
- k. SDICCCA/Chancellor's Office DE Coordinator Committees
Coordinator Finnell shared that there have been concerns expressed about the @ONE courses rigor, effectiveness, and timeliness. At the SDICCCA conference Coordinator Finnell learned that there are other training vendors available if the