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.

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

Coordinator Finnell called the

about push back from faculty due growing number of pre-approval requirements, as well as the challenges

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

## 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

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 presente1 0 0 1 126.05 3t007491.9 Tm(pr)-9(es)-c1 0 1 497.95 56753 Tm()]T07Tmpres

None

Wednesday, November 12, 2014, @ 1:30pm in Room 3102

Coordinator Finnell adjourned the meeting at 3:02pm