

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.

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*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*



