The

 AP4105: Proposed Revisions to include State Authorization statement MS/C (Lovitt/Epps) Motion is hereby made to approve the attached proposed revisions to AP 4105 and to direct the DE Coordinator to forward the proposed revisions to the CIO for his consideration and processing.
Motion approved unanimously.

AP4105 is a general policy on Distance Education at IVC. Modifications were made back in November by

We had approved an anti-bullying statement last meeting. It was discovered that a number of policies already established touch on this topic. Instead of creating a new policy as previously recommended, Coordinator Finnell is now recommending that the policy language approved at the last meeting be forwarded and incorporated into the existing policies by the individual departments responsible. The committee agreed. The existing policies include:

- i. BP and AP 3430 Prohibition of Harassment (Vikki Carr)
- ii. BP and AP 5500 Standards of Conduct (Adriana Sano)
- iii. BP 7105 Workplace Civility and Conduct (Jessica Waddell)
- b. Social Media Guidelines/Policy

Found out that the marketing committee is taking the lead on developing this policy. A copy of what the DE Committee discussed at previous meetings was forwarded to this committee for incorporation as they deem fit.

c. New OL Course Evaluations Update

One was rejected due to major deficiencies (Granish). An extended deadline was given to this faculty member of May 15th to make the changes needed. A final evaluation will be done this week to determine if it can go online in Summer 2015. Coordinator Finnell wanted to personally thank the evaluation team for all of their time and energy in evaluating these courses. The next deadline for new course submission is in Sept.

d. Request for Waiver of @ONE Training Update The appeal committee did meet to review appeal for the request for waiver. This appeal was denied. It was communicated that the CIO supports the process established, and would not make the exception to waive these @ONE course requirements.

e. OEI Update

Finnell for additional courses for the OEI pilot. She is comparing this list of requests courses to the list of approved online courses presently being offered online at IVC, to see if additional courses could be put through the pilot.

- f. Conferences and Training OTC 2015 in San Diego June 16-19
- g. Other None
- 6. Under Development
  - a. DE 3-Year Plan In progress.
  - b. Online Faculty Handbook In progress.
- 7. Next Meeting: Wednesday, June 10, 2015, @ 1:30pm in Room 3102
- 8. Adjournment

Coordinator Finnell adjourned the meeting at 3pm on Wednesday, May 13, 2015.

## STATE AUTHORIZATION STATEMENT

Distance Education