



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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- ☐ Dr. James Patterson, Administrative Representative, Co-Chair
Gaylla Finnell, Distance Education Coordinator, Co-Chair
Kevin Howell, Faculty Representative
 - ☐ Cathy Zazueta, Faculty (non-teaching) Representative (excused)
Deirdre Rowley, Faculty Representative
Xochitl Tirado, Faculty Representative
Dr. Nannette Kelly, Faculty Representative
Richard Epps, Part-Time Faculty Representative
 - ☐ Martha Olea, Classified Representative (excused)
 - ☐ Paige Lovitt, DSPS Representative (excused)
Omar Ramos, Technology Representative
 - ☐ Lidia Zambrano, Student Representative (excused)
Melody Chronister, Recording Secretary

Others Present: Michael Capeci

Coordinator Finnell called the meeting to order at 1:40pm on Wednesday, June 10, 2015.

- a. Approval of Minutes for May 13, 2015

M/S (Kelly/Epps) to approve the minutes of the May 13, 2015, regular meetings of the DE Committee, as presented.

Motion approved unanimously

- a. None

- a. Blackboard – Omar

The issue reported with incorporating youtube in the previous meeting was brought up with Blackboard. They indicated it is a known issue, and that they are working on it. A question was asked about incorporating HBO, PBS, etc.. Discussion ensued on copyright concerns. Omar will check to see if PBS has an integration with Blackboard.

There was a concern about the Blackboard help link being removed from the course shell default page. Omar will also look into this. This triggered a conversation about Blackboard use by faculty in general. All committee members took turns sharing how much students express their appreciation when faculty use Blackboard for course material and/or grading.

Faculty requested that additional Blackboard trainings are offered so that faculty have the opportunity to learn about its many benefits. Coordinator Finnell expressed excitement to see that faculty are collaborating

- e. DE Committee Evaluation
The last evaluation was completed at the beginning of the fall semester. Reviewed this previous evaluation. Changes will be brought to the first meeting in Fall 2015 semester to determine the committee's accomplishments and 15-16 goals.
- f. Canvas/OEI Campus Forum – September 9, 2015 @12:50-1:50pm
OEI Pilot has been going well. The online tutoring services have worked well – students are providing positive feedback. Those services will be offered campus-wide in all disciplines at a discounted rate due to our involvement in the OEI Pilot.
Our Blackboard contract ends in 2017. This means there will most likely be a period where both these platforms may be available at IVC during the transition period.
A Canvas/OEI Campus Forum will be given in the Fall. Reviewed potential schedule for this forum. It was suggested to use the hospitality budget to provide some refreshments during a “meet and greet” session with the Canvas team.
- g. Conferences – OTC 2015 in San Diego June 16-19
Three committee members will be attending. Also discussed other conference opportunities.
- h. Summer Online Courses – Update
Courses are filling fast – there is a clear demand for more online courses.
Discussed the improvements that have been made to address success and retention concerns. Many of the additional tools and trainings made available through the OEI has been very helpful in improving these numbers.
- i. Blackboard Training
Coordinator Finnell would like to have a regular training schedule that includes sessions at different times so that all faculty have access to these trainings. ICOE has a similar structure that she would like to mirror if possible. The demand appears to be there by both the faculty and the students.
It was suggested that mentors worked well when they were in place. Coordinator Finnell agreed that this worked well, but we have to remember that we do not have a budget for this and would need to rely on volunteer efforts.
- j. Other - None
 - a. DE 3-Year Plan
 - b. Online Faculty Handbook
- a. Tuesday, August 0 2.65 0(y)-26T/F2 9.96 Tf1 0 45 81 Tm1 0 0 1 126.02 282.65 Tm(O)-2(nl)-2(in)8(e Fa 11.04 Tf1 0 0 1 1