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

Gaylla Finnell, Distance Education Coordinator, Co-Chair David Zielinski, Administrative Representative, Co-Chair Kevin Howell, Faculty Representative
Dr. Nannette Kelly, Faculty Representative
Terrie Sullivan, Faculty Representative
Austen Thelen, Faculty Representative
Cathy Zazueta, Faculty (non-teaching) Representative
Richard Epps, Part-Time Faculty Representative
Martha Olea, Classified Representative (excused)
Paige Lovitt, DSPS Representative
Omar Ramos, Technology Representative
Joy Tango-An, ASG President and Student Representative (late)
Melody Chronister, Recording Secretary

Others Present: Jeff Enz, Frank Hoppe, Dr. Nick Akinkuoye

1. Call to Order & Welcome

Coordinator Finnell called the meeting to order at 12:57pm on Tuesday, August 18, 2015.

- 2. Consent Agenda
 - a. Approval of Minutes for June 10, 2015
 M/S (Epps/Lovitt) to approve the minutes of the June 10, 2015, regular meetings of the DE Committee, as presented.
 Motion approved unanimously
- 3. Action Items
 - a. DE Committee Evaluation AY2014-15 (see Action Item Attachment 3a) M/S (Epps/Kelly) to approve DE Committee Self-Evaluation for AY 2014-15 as presented. All committees must complete a self-evaluation. Reviewed the proposed self-evaluation. Major accomplishments included adding a part-time faculty representative and adopting a state authorization policy. Major obstacles included committee assignment changes due to present term limits, as it caused the committee to lose two experienced online course evaluators. Inefficiencies were also found in policy development. Reviewed recommendations and previous and desired goals as a result of the evaluation. Dr. Akinkuoye commended Gaylla and the committee for the work they have accomplished this past year. Motion approved unanimously
 - Position Paper re Committee Term Limits (see Action Item Attachment 3b)
 M/S (Kelly/Epps

d. DE Program Evaluation

All programs are presently in the process of completing their program review. For DE, success and retention numbers look promising. Additional information to come. Program review is due in September. Director of OEI Pat James stressed at the OEI Conference that online education increases access and completion, so it is important to close the success and retention gap with DE to improve student success.

e. DE Program Accreditation Report

The campus is presently working on the midterm report. Coordinator Finnell is working on the section on Distance Education. One item the accreditation team looks at are the course outline of records - looking specifically for regular effective contact requirements. This is important to the federal and state government to continue to provide funding and financial aid for our students.

Blackboard Training

g. Training was provided by Kevin Howell and Allyn Leon at the part-time faculty orientation. The event went very well and was well attended. A DE newsletter was also sent out with training opportunities. Dr. Akinkuoye suggested that Blackboard training be consider as a professional development opportunity during campus hour.

5. For Good of the Order

- a. It was shared by a student in attendance that they enjoyed their online summer course.
- Member Epps shared that he has offered to show faculty how to use MindTap and Blackboard as needed.
- c. Member Sullivan shared that she is experiencing challenges with students who are completely unfamiliar with how to use Blackboard to access and complete her course. It was suggested to refer them to the online Blackboard handbook. This also triggered a conversation about a mandatory assessment prior to taking courses online. Coordinator Finnell shared that there is a readiness assessment that is being piloted with the OEI faculty. It was suggested to provide the online readiness test before a student even registers for an online class.
- d. Coordinator Finnell shared that NetTutor will be made available to all online faculty soon.

6. Under Development

- a. DE 3-Year Plan
- b. Online Faculty Handbook

7. Next Meeting:

a. Tuesday, September 21st, 2015, @12:50-1:50pm in Room 3102.65 Tm 0 Td()]TJET0 PMCID 20:BDC BTF5 11.05Fti8JI





Committee: DE Committee

Committee Topic: DE Committee Term Limits

DE Committee Term Limits

Statement of Current Policy

Faculty representatives serve 2-year terms and are subject to removal at the end of their terms at the discretion of the Academic Senate.

Removal of faculty serving on the DE Committee Evaluation Team causes the loss of experienced and trained evaluators, adversely affecting the development of distance education at Imperial Valley College.

DE Committee Involvement and Previous Actions

The DE Committee was advised at the end of AY 2014-15 that two of their committee members were being replaced to allow other faculty the opportunity to serve on the committee. This action removed two of the three faculty serving on the DE Committee's Evaluation Team, adversely affecting the committee's ability to provide expert services for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF2 \$\mathbb{G}\$ for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF2 \$\mathbb{G}\$ for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF2 \$\mathbb{G}\$ for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF2 \$\mathbb{G}\$ for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF2 \$\mathbb{G}\$ for the development of new online ccyBTF2 \$\mathbb{G}\$ in ccyBTF