

- b. Position Paper: DE Course Development Process
There continues

4. Discussion and Information Items (Tabled)
 - a. OEI Update
 - i. Canvas Implementation – Next Steps
 1. Blackboard Contract Ends July 21, 2017
 2. Campus Survey
 3. Resolution to Academic Senate/College Council/ASG
 4. Timeline
 - ii. Tutoring Consortium
 - iii. WorldWideWhiteboard
 - iv. QUEST for Success OL Student Readiness
 - b. New OL/Hybrid Course Evaluations – Update
 - c. DE 3-Year Strategic Planning Subcommittee – Update
 - d. Reverse Mentoring Program
 - e. Technology and DE Training – Update
 - i. SDCCD Distance Learning Summit
 - ii. Partnering with IT and ICOE for Technology Trainings
 - iii. @ONE Trainings
 - f. SDICCCA DE Data
5. For Good of the Order (Tabled)
 - a. None
 - b.
6. Under Development
 - a. DE 3-Year Plan
 - b. Online Faculty Handbook
7. Next Meeting:
 - a. Scheduled for Tuesday, November 17, 2015, @12:50-1:50pm in Room 3102, but will need to be changed in light of conflicting appointments. The revised date is to be determined.
8. Adjournment

The meeting was adjourned at 1:55pm.

Date (3 rd Tuesday of Each Month)	Time	Location
Tuesday, August 18, 2015	12:50-1:50pm	Room 3102
Tuesday, September 22, 2015	12:50-1:50pm	Room 3102
Tuesday, October 27, 2015	12:50-1:50pm	Room 3102
Tuesday, November 17, 2015	12:50-1:50pm	Room 3102

AP 4101 Independent Study

Statement of Current Policy

AP 4101 currently reads as follows:

[A copy of AP 4101 is attached hereto.]

DE Committee Involvement and Previous Actions

The DE Committee was asked to review AP 4101 during Fall 2013. The DE Committee determined that

~~Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information~~

Independent Study

Courses offered as independent study are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum.

In courses offered as independent study, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

Independent study courses are not intended to replace existing courses in the discipline. Enrollment shall be through courses numbered 199 and 299.

The maximum credit a student can earn through independent study is 3.0 units.

Procedures for Approval of Independent Study

Students must have completed at least 12 degree-applicable credit units at Imperial Valley College.

Students must be in good academic standing and be concurrently enrolled in at least one other class at Imperial Valley College.

Students must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.

An independent study contract must be completed by the student and approved by the instructor and signed by the department chairperson, division dean, and the Vice President for Academic Services.

Independent study contracts must be submitted to the Admissions and Records Office by the last day to add a full-term course.

Academic Standards

The academic standards applicable to courses of independent study shall be the same as those applied to other credit courses at Imperial Valley College.

Procedures for Evaluation of Student Progress

Procedures for evaluation of student progress in independent study courses shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Access to the Instructor

Independent study students shall have access to the instructor equivalent to access given to 0 1 246.7 RG[(s)-2(tude4

3. After the expiration of five (5) days, the Division Dean and/or Department Chair shall make a list of the faculty who expressed an interest in developing the online/hybrid course(s) so that the faculty can be notified of any overlapping interests that may require seniority ranking to determine approval in accordance with CBA course selection procedures.
4. Within ten (10) days, the Division Dean and/or Department Chair, or designee, shall notify the selected faculty member(s) and the DE Coordinator of the decision to develop the designated course(s) for online/hybrid development by the selected faculty member(s). Notification of this final decision shall also be distribution, via District email, to all faculty within the department.
5. The selected faculty member shall contact the DE Coordinator, Gaylla Finnell, at gaylla.finnell@imperial.edu or ext. 6511, to be placed on the course development schedule and to discuss the development process for new online/hybrid course(s). In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
6. The Division Dean and/or Department Chair shall work with the selected faculty member(s) to ensure that the course outline has been updated and approved by the Curriculum Committee to reflect the appropriate distance education designation (along with any textbook or other curriculum modifications).
7. Prior to teaching online at IVC, instructors faculty must complete three (3) courses through

Canvas Course Management System (CMS)

Statement of Current Policy

Blackboard is the current CMS for Imperial Valley College
The contract with Blackboard ends on July 21, 2017.

DE Committee Involvement and Previous Actions