IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Wednesday, February 12, 2014
1:30 p.m. – Economic & Workforce Development Conference Room (1704)

1. **Call to order & Welcome**
   a. **Roll Call**

2. **Consent Agenda**
   a. Approval of Minutes for November 27, 2013

3. **Action Items**
   a. DE Committee Core Values Statement
   b. AP4105 Distance Education
   c. Course Development Process and @ONE Online Training Policy
   d. Request for waiver of @ONE Training requirements
   e. Addition of Student Representative to Committee Membership
   f. Selection of Course Evaluation Team
   g. Selection of Online Faculty Handbook Task Force
   h. Selection of Distance Education Plan Task Force

1. **Discussion and Information Items**
   a. Program Review and Proposed Budget
   b. Faculty Right of First Refusal
   c. Online Education Initiative
   d. @ONE Faculty Training
   e. Course Development Timeline
   f. Online Teaching Conference 2014: San Diego, June 20-21, 2014
   g. SDICCCA/Chancellor's Office DE Coordinator Committees

2. **Other**

3. **Next Meeting**
   a. Wednesday, March 12, 2014, @ 1:30pm in Room 1704

4. **Adjournment**

ACTION ITEMS

Action Item 3a:

DE Committee Core Value Statement:

The core value of the DE Committee is to increase educational access for students by supporting online delivery of high quality instruction. All students should have the opportunity to achieve their educational goals regardless of their geographic location, situational disadvantage, or socioeconomic status.

Rationale: Core values reflect what the committee values. They are the essence of the committee's identity – the principles, beliefs or philosophy of values. Establishing core values help support the decision-making processes.

The core value statement would be added to the DE Committee Webpage, after the Purpose Statement:

Purpose
The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining, enhancing, and evaluating high standards of academic quality, at a level appropriate to the students for which the content is developed.

Function
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.

Action Item 3b:

AP 4105 Distance Education

Reference:
Title 5, Sections 55200 et seq.
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 602.17.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Curriculum Committee will certify the following:

- Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses, as expressed in the course outline of record.

- Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum & Instruction Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Use of Blackboard for Distance Education: All distance education courses must utilize the Blackboard course management system unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Chief Instruction Officer and the Distance Education Coordinator.

~~The following steps will be followed when developing and delivering online courses at Imperial Valley College:~~

1. ~~Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair.~~
2. ~~Complete two sessions of customized @ONE training (Introduction to Online Teaching and Learning; Introduction to Teaching with Blackboard).~~
3. ~~Develop at least 50% of course for review and approval through Distance Education Committee (see the Distance Education Course Review form).~~
4. ~~If necessary, complete an online addendum in CurricUNET for approval through the Curriculum Committee.~~
5. ~~Receive approval from DSP&S specialist that course content is Section 508 compliant.~~
6. ~~Online faculty are responsible for taking four (4) additional @ONE courses within three years after completing the introductory training (Course Management: Blackboard; Building Online Community with Social Media; Creating Accessible Online Courses; Designing Effective Online Assessment).~~

Rationale: The online course development process should be set forth in the Online Teaching Handbook, rather than in an Administrative Procedure. This provides more flexibility in making adjustments to the procedure, when necessary.

Action Item 3c:

IVC Online Course Development Policy

As posted on IVC Website at:
http://www.imperial.edu/courses-and-programs/distance-education/for-faculty/policy-and-procedures/course-development-process/

Course Development Process

1. Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair.
2. Complete ~~one (1) session~~ two (2) sessions of customized @ONE training (Introduction to Online Teaching and Learning and Introduction to Teaching with Blackboard). Online faculty are responsible for taking ~~four (4)~~ three (3) more @ONE courses within three years after completing the introductory training (~~Course Management: Blackboard;~~ Building Online Community with Social Media; Creating Accessible Online Courses; Designing Effective Online Assessments)
3. Develop at least 50% of course for review and approval through the Distance Education Committee.
4. Complete an online addendum in CurricUNET for approval through the Curriculum Committee, if needed.
5. Receive approval from DSP&S specialist that course content is Section 508 compliant.

@ONE Online Training

As a part of the current course development process, potential online faculty must initially take two courses through @ONE, which offers online courses and training. The first two courses should be taken prior to teaching online. After the initial course approval process is completed, faculty must take ~~four~~ three additional courses. Each course lasts four (4) weeks and costs $65. This cost is not covered by the district.

Rationale: The above paragraphs are currently posted on the Distance Education Webpage, and are in conflict. The above revisions would correct this conflict and correctly state the process for online course development at IVC.

Action Item 3d:

Requests for Waiver of @ONE Training requirements:

- **Andres Martinez**

  Currently teaching online, but has not completed the required @ONE Intro to Online Teaching & Learning course. He requests a waiver of this requirement. Andres has completed the following courses:

  - o 07/16/2006: National University: Master of Science in Instructional Technology
  - o Spring 2013: Intro to Teaching with Blackboard
  - o Spring 2013: Creating Accessible Online Courses
  - o Spring 2013: Designing Effective Online Assessments

- **Ralph Marquez**

  Currently teaching online, but has not completed the required @ONE Intro to Online Teaching & Learning course.   He requests a waiver of this requirement based on his completion of the following courses:

  - o 08/01/2000: UCLA Extension: Introduction to Online Technologies
  - o 09/13/2000: UCLA Extension: Internet and Online Teaching Tools
  - o 11/20/2000: UCLA Extension: Teaching and Learning Models for Online
  - o 02/22/2001: UCLA Extension: Developing Curriculum for Online PGM
  - o 03/20/2001: UCLA Extension: Programming Literacy for Online Educators
  - o 05/14/2001: UCLA Extension: Distance Learning Assessment Theory
  - o 11/07/2003: Fresno State University: Do It Yourself Video I
  - o 12/05/2003: Fresno State University: Do It Yourself Video II
  - o 05/31/2004: Instructional Websites
  - o Spring 2013: Intro to Teaching with Blackboard

Policy: IVC policy for teaching online courses requires all faculty to complete @ONE Introduction to Online Teaching and Learning prior to teaching online.

Action Item 3e:

Addition of Student Representative to Committee Membership

Motion to recommend that the Academic Senate add a student representative to the Distance Education Committee Membership.

Rationale: It is important to have input from all stakeholders in the development of DE policies and procedures.

Action Item 3f:

Selection of Course Evaluation Team

We need 3-4 faculty members willing to serve on the DE Committee Course Evaluation Team. There is no funding to pay for this service, which is a part of faculty professional duties. Nominees should have experience teaching online courses and have completed the introductory @ONE courses: Intro to Online Teaching and Learning, and Intro to Teaching with Blackboard.

We currently have 37 courses in development for online instruction.

Nominations:

1. Mary Jo Wainwright
2. Allyn Leon
3. _____
4. _____
5. _____

Action Item 3g:

Selection of Online Faculty Handbook Task Force

We need 3 faculty members willing to serve on the Online Faculty Handbook Task Force. Members would meet monthly to continue developing the Online Faculty Handbook, an essential guide for faculty teaching online at IVC.

Nominations:

1. _____
2. _____
3. _____
4. _____
5. _____

Action Item 3h:

Selection of DE Plan Task Force

We need 3 faculty members willing to serve on the DE Plan Task Force. Members would meet monthly to develop a Distance Education Plan for IVC, an important document to guide the development of the Distance Education program at IVC.

Nominations:

1. _____
2. _____
3. _____
4. _____
5. _____