

Distance Education Committee Agenda
November 19, 2009
8:00 AM in the Board Room

Consent Agenda

1. Minutes of the November 5, 2009 meetings

Reports/Updates

1. Face-to-Face Etudes 101 and Online Training in Spring
2. DE Website demonstration
3. Other

Action Items

1. Online Course Enrollment Limits Position Paper
2. Online Office Hours Position Paper

Discussion/Information Items

1. Timeline for Developing and Delivering Online Course
2. Winter and Summer session online loads
3. Online midterms and finals
4. Right of First Refusal
5. Evaluation of Online or Hybrid Faculty
6. Stipend for Developing DE Courses
7. DE Drop Policy
8. Other

**Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
November 5, 2009**

Present: Michael Heumann Allyn Leon
Deirdre Rowley Taylor Ruhl
Martha Garcia Val Rodgers
Gaylla Finnell Andres Martinez
Martha Olea Paige Lovitt

Not Present: Omar Ramos, Mary Jo Wainwright, Jeff Cantwell

Visitors: Tina Aguirre, Ralph Marquez

The meeting was called to order at 8:08 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Leon/Finnell) to approve the minutes for October 15, 2009.

II. Reports/Updates:

Face-to-Face Etudes 101- Andres Martinez reported that 23 faculty members registered for Etudes 101; however, only nine attended the course. In addition to completing Etudes 101, faculty members who are interested in developing an online course will be required to complete a pedagogy course, which may possibly be a semester long. Michael Heumann and Andres Martinez will further discuss this plan and develop a schedule. Deirdre Rowley is currently completing her Etudes internship in order to become certified.

DE Website- Andres Martinez stated he is planning to have the DE Website completed by next week. The DE Website will have the 2010 Winter Intersession and Spring 2010 online course offerings listed. In addition, face-to-face orientations dates and DE faculty blurbs will be posted on the DE website.

DE Program Proposal- Val Rodgers provided the DE Committee with a copy of a proposed personnel budget for the DE Program. ACCESO will transition into the Distance Education Program and unfortunately, fewer services will be provided. Therefore, the DE Committee is very important.

Etudes Users Summit 2010- Michael Heumann reported that Dr. Gould will address the keynote speech during the 2010 Etudes Users Summit.

Other: Online Seminar- Martha Garcia asked the DE Committee, if they felt that instructors would be interested in attending “Dealing with Difficult Students Online” seminar, during finals week. The DE committee felt that the topic was interesting; however, the date was not feasible, since instructors will be busy during finals week. Tina Aguirre informed the DE Committee that Emily Bill will develop a similar workshop for the Nursing Faculty and suggested that the DE faculty be included. Michael Heumann stated he will contact Emily Bill.

III. Action Items – M/S/C (Leon/Finnell) to approve the course load DE Faculty Position Paper.

IV. Discussion/Information Items

1. **Online Course Cap Position Paper**—Gaylla Finnell presented her position paper on lowering the cap for online courses. The committee felt that the language in the position paper was too restrictive. It was advised that the paper be revised to simply state that the online versions of courses should have separate caps from face-to-face versions of the same course, and that this should be determined on a case-by-case basis.
2. **Online Office Hours** – Michael Heumann inquired if it is suggested to increase online office hours if more than one online course is taught. However, it was stated that this should be left at the discretion of the DE faculty. However, some suggested that if a DE faculty member teaches two online courses, two office hours should be provided online. It was suggested that a position paper be created and Gaylla Finnell volunteered to create it.
3. **Winter and Summer Session Online Loads**- Some courses are only offered online in the Winter and Summer sessions and are not offered face-to-face. The DE Committee will continue the discussion on this matter during the next meeting.

V. Meeting was adjourned at 9:00 a.m.

Committee: DE Committee
Committee Topic: Online Course Enrollment Limits

ONLINE COURSE ENROLLMENT LIMITS

Statement of Current IVC Policy

- The enrollment limit of an online course is equal to its face-to-face counterpart.
- There are varying enrollment limits for online courses, ranging from 20 to 40 students.

DE Committee Involvement and Previous Actions

- The DE Committee discussed online course enrollment limits on October 15, 2009, and again on November 5, 2009.
- The DE Committee recognizes that online courses often need more preparation and personal interaction for student success than their face-to-face counterparts.
- The DE Committee acknowledges that most research in the area of online course enrollment recommends course sizes in a range of 15 to 25 students.

DE Committee Position

- The DE Committee acknowledges that course time requirements for preparation, course management and effective communication are often greater in online courses than in their face-to-face counterparts.
- The DE Committee agrees that online courses and their face-to-face counterparts should be examined independently to determine the optimum enrollment limits for quality education.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

Enrollment limits for online courses should be established independently from their face-to-face counterparts, insuring optimum enrollment for quality education.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on _____, 2009.

Signature of Chair

Committee: DE Committee
Committee Topic: Online Office Hours

Online Office Hours

Statement of Current Policy

- Currently, faculty members are required to hold five (5) hours of office hours each semester.
- According to the current CTA contract, faculty teaching online/hybrid classes can hold one of those five office hours online.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue at the October 15, 2009, and the November 5, 2009, meetings.

DE Committee Position

- The Committee believes that the online office hour limit should be in proportion to the number of online/hybrid classes a given instructor teaches as part of their regular course load.
- In other words, instructors teaching two online classes (six units, or 2/5ths of a full load) should be allowed to hold two of the five office hours online.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

The online office hour limit should be revised to allow faculty to hold office hours online in proportion to the number of online/hybrid classes that faculty member teaches.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on _____, 2009.

Signature of Chair

AP 4021

Timeline for Developing and Delivering Online Course

Reference: Education Code Section 70902(b); Title 5, Sections 51022(a)

This procedure is being established to provide a timeline for developing and delivering an online course at Imperial Valley College.

The following steps will be followed:

1. Complete Etudes 101 (either online or face to face)
2. Approval to develop online class from division chair/department chair
3. Sign up for Etudes 102 (one-semester long online development class taught by IMD)
4. Develop Etudes online addendum (with DE Coordinator and division chair)
5. Complete Etudes 102 (final exam: evaluation of developed course)
6. Teach online class in following semester

If a faculty member wishes to circumvent the Etudes 102 class, he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the division/department chair prior to teaching the course online.