



Distance Education Committee

Friday, April 19, 2013 10:00am

Arts & Letters Conference Room, 2780D

**Membership**

<b>Present:</b>	David Zielinski, Coord.	Mary Jo Wainwright	Martha Olea
	Kathy Berry	Paige Lovitt	
<b>Consultants:</b>	James Patterson		
<b>Absent:</b>	Allyn Leon	Ralph Marquez	Michael Heumann
<b>Recorder:</b>	Melody Chronister		

**I. BlackBoard Support**

- A. Todd gave presentation at Academic Senate pertaining to the support that BlackBoard will start to provide. Support includes phone (English and Spanish), email, and instant messaging.
- B. Martha commented that the printing capabilities of BlackBoard have still been very challenging for students. She contacted the support number, and they confirmed it was not something that could be improved at this time.
- C. Mary Jo expressed concern that if BB support doesn't answer the student's questions, which would, they call? She feared they will contact instructors for support issues.
- D. David shared an interesting fact that Todd had revealed, 70% of the Blackboard usage fell on Sunday, so IVC did not have support staff available during peak times in the past even when support was provided on campus.

**II. Pedagogy Training**

- A. The instructor of the @ONE training extended the course for two weeks, to allow the faculty enrolled more opportunity to complete the necessary assignments to successfully complete the course. Course scheduled to end at the end of the month (April).

**III. Online Course Observation Rubric**

- A. The online course observation rubric was designed to ensure that the evaluation of a course be done objectively and fairly.
- B. David will contact the faculty members who have completed the @ONE course by June 30<sup>th</sup> to touch base to see if they are on track to be considered for approval to offer their online course(s) in the Fall 2013 semester.



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#### **IV. SDICCCA Update**

- A. A new subcommittee of SDICCCA has been created to oversee Distance Education. Distance Education data from other California Community Colleges was provided and reviewed at the subcommittee meeting.
- B. Universal training was discussed as it was felt this may lead to improvement in transfer challenges students are experiencing. There would be a potential savings if this is done, as multiple colleges could group together to negotiate a training contract with an outside vendor.

#### **V. New Course Development Process for Fall 2013**

- A. The committee reviewed the new course development process that was discussed in the previous meeting.
- B. Reviewed the list of requested online courses for the Fall 2013 semester.
- C. Requirement of 75% BlackBoard course complete by June 20<sup>th</sup> date has been revised to 50% completion with entire course outline. Consensus of the group is that this still will give committee enough information to make an informed decision.
- D. Academic rigor topic briefly brought up. David indicated there is much information out there on academic rigor, but the institution needs to decide what the definition of academic rigor is to us (IVC).

#### **VI. Distance Education Policies**

- A. Discussed contractual challenges present that may conflict with DE committee action when evaluating a course. The committee was assured that most of these challenges are being discussed at the negotiation table this year (details not provided).
- B. Brief discussion ensued about 4-5 day teaching schedule and office hour requirements; and the impact it has on faculty teaching distance education courses. Consensus was that this should be brought up and addressed by the Academic Senate.

#### **VII. David will send out notification of future meeting when date has been determined.**