



**IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA**

Wednesday, April 09, 2014

1:30 p.m. – Economic & Workforce Development Conference Room (1704)

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.

1. Call to Order & Welcome

2. Consent Agenda

- a. Approval of Minutes for March 12, 2014

3. Action Items

- a. Policy Statement – Regular Effective Contact
- b. Syllabi Template - Online Courses
- c. Position Paper – Regular Effective Contact
- d. Blackboard Course Menu

4. Discussion and Information Items

- a. Online Orientation
- b. ADA Compliance Issues
 - i. Media Services
- c. Online Course Productivity
- d. Bb EXCEL Test Question Upload
- e. Substantive Change Issues
 - i. ADT's
 - ii. Discrepancy in 2012 Substantive Change Proposal
- f. DE Plan and Online Faculty Handbook
- g. Sharepoint
- h. Online Course Development and Training Update
- i. Course Map Template
- j. 1st Step Booth April 12, May 3 and May 31
- k. Online Teaching Conference 2014: San Diego, June 20-21, 2014
- l. SDICCCA/Chancellor's Office DE Coordinator Committees

5. Other

6. Next Meeting: Wednesday, May 14, 2014, @ 1:30pm in Room 1704 -- **???? FINALS WEEK**

7. Adjournment

ACTION ITEMS

Action Item 3a:

Imperial Valley College Regular and Effective Contact Policy for Distance Education

Background

In hybrid or fully online courses, ensuring regular effective contact guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning. In a face-to-face course, the instructor is present at each class meeting and interacts via all class announcements, lectures, activities and discussions that take a variety of forms. For example, discussions can be held as part of a lecture format, group work scenarios, or content review sessions. The instructor also serves as a content advisor when he or she answers questions both as they come up in class and as they arise in individual situations. These types of questions are dealt with via the telephone, email, or face-to-face office visits.

Title 5 regulations do not make a distinction between regular and distance education courses beyond the need to have a separate curriculum approval process and the need to ensure regular effective contact. Therefore, it is assumed that those qualities of regular effective contact described above for the face-to-face environment should also be applied to the distance education situation. The distance education guidelines require colleges to develop a policy regarding regular effective contact that addresses "the type and frequency of interaction appropriate to each distance education course/section or session."

Imperial Valley College Policy

All distance education courses at Imperial Valley College, whether hybrid or fully online, will include regular effective contact as described below:

1. **Initiated interaction and frequency of contact.** Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Distance education courses are considered the "virtual equivalent" of face-to-face courses. Therefore, the frequency of the contact will be at least the same as would be established in a regular, face-to-face course. At the very least, the number of instructor contact hours per week that would be available for face-to-face students, will also be available, in asynchronous and/or synchronous mode, with students in the distance education format. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday, is desirable but may vary based on course requirements and extenuating circumstances. It must be clear whether or not the instructor will be available after hours or on weekends and holidays.
2. **Establishing expectations and managing unexpected instructor absence.** An instructor and/or department-established policy describing the frequency and timeliness of instructor initiated contact and instructor feedback, will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester. If the instructor must be out of contact briefly for an unexpected reason (such as illness or a family emergency that takes the instructor offline), notification to students will be made in the announcements area of the course that includes when the students can expect regular effective contact to resume. If the offline time results in a lengthy absence (a week or more), a substitute instructor should be sought who can assist students while the instructor is unavailable. If, for whatever reason, a faculty member is unable to comply with the regular, timely, and effective contact guidelines set forth, students must be informed via email or high priority announcement as to when they can expect regular, timely, and effective contact to resume.

3. **Type of Contact** Regarding the type of contact that will exist in all Imperial Valley College distance learning courses, instructors will, at a minimum, use three or more of the following resources to maintain contact with students:
- a. Orientation materials
 - b. Weekly announcements in the course management system
 - c. Threaded discussion boards within the course management system with appropriate instructor participation. "Questions for the Instructor" forums are good, but should be used in conjunction with other forums.
 - d. Email contact (within or outside Blackboard)
 - e. Participation in online group collaboration projects
 - f. Face-to-face informal meetings (e.g. review sessions)
 - g. Face-to-face formal meetings (e.g. regular, scheduled class sessions)
 - h. Timely feedback for student work
 - i. Regular podcasts
 - j. Instructor prepared e-lectures or introductions in the form of e-lectures to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, creates the "virtual equivalent" of the face-to-face class.
 - k. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.
 - l. Other as appropriate

(Adapted from Grossmont College)

Action Item 3b:

IVC Online Course Syllabus – Course Title and Number

Basic Course Information

Semester		Instructor Name	
Course Title & #		Email	
CRN #		Webpage (optional)	
Room	ONLINE	Office	Part-Timers: Room 809
Class Dates		Office Hours	n/a for part-time faculty
Class Days	ONLINE	Class Times	ONLINE
Units			
Office Phone #	Part-time faculty may use dept. secretary phone number.		
Office contact if student will be out or if an emergency	Department Secretary is an option		

Course Description

Required language: Use from [CurricUNET](#) course outline of record.

Student Learning Outcomes

Required language: Use from [CurricUNET](#) course outline of record.

Course Objectives

Required language: Use from [CurricUNET](#) course outline of record.

Textbooks & Other Resources or Links

Required Information—discretionary language

- Take from [CurricUNET](#) or list. Be sure to include ISBN number. Instructors to address which resources they will use and/or supply additional ones

Course Requirements and Instructional Methods

Required Information—discretionary language

This section is where faculty would list detailed information related to types of class activities, assignments, tests, discussions, etc. Make sure this information complies with requirements for “Regular Effective Contact” (see below guidelines).

IMPORTANT: Regular Effective Contact: The U.S. Department of Education, C.C.R. Title 5, and ACCJC require regular and substantive interaction between the students and faculty in online/hybrid courses. The frequency of instructor-initiated contact must be at least the same as would be established in a regular face-to-face course. The type of contact, at a minimum, must include at least three or more of the following resources to maintain contact with students:

- m. Orientation materials
- n. Weekly announcements in the course management system.
- o. Threaded discussion boards within the course management system with appropriate instructor participation. “Questions for the Instructor” forums are good, but should be used in conjunction with other forums.

- p. **Email contact (within or outside Blackboard)**
- q. **Participation in online group collaboration projects**
- r. **Face-to-face informal meetings (e.g. review sessions)**
- s. **Face-to-face formal meetings (e.g. regular, scheduled class sessions)**
- t. **Timely feedback for student work**
- u. **Regular podcasts**
- v. **Instructor prepared e-lectures or introductions in the form of e-lectures to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, creates the “virtual equivalent” of the face-to-face class.**
- w. **Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.**
- x. **Other as appropriate**

Course Grading Based on Course Objectives

Required Information—discretionary language

This section is where faculty would list their grading practices and grading scale, including point values and totals. Consider adding: final grade calculation, rubrics, late assignments, and other grading practices.

Attendance

Required language

- A student who fails to complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See the [IVC General Catalog](#) for details.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Online Classroom “Netiquette”

Required Information --Discretionary language

This is where an instructor explains his/her policy on these matters. Here is some suggested language:

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word.
- Netiquette rules to remember: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Required Language

- Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly cite a source, you should ask for help.

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [IVC General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism, (b) copying or attempting to copy from others during an examination or on an assignment, (c) communicating test information with another person during an examination, (d) allowing others to do an assignment or portion of an assignment, and (e) use of a commercial term paper service.

Additional Help

The instructor can add the information pertinent to his or her class here. Some suggested language:

- [Blackboard Support Center](#): The IVC Blackboard Support Center is designed to provide a variety of Blackboard support channels, all of which are available 24 hours per day, 7 days per week.
- [Learning Labs](#): There are several learning labs on campus to assist you through the use of computers and tutors. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Contact the instructor for information about labs unique to your specific program.
- [Library Services](#): The IVC Library has many resources. In addition to books, you can access tutors in the learning center, reserve study rooms for small groups, and access a wealth of resources online.

Disabled Student Programs and Services (DSPS)

Required Language:

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact DSP&S if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language:

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. The [IVC Student Health Center](#) is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language:

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#).

Information Literacy

Required Language:

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access helpful “How-To” Library tutorials by accessing the [Information Literacy Tutorials](#) online.

Anticipated Class Schedule / Calendar

Required Information –Discretionary Language and Formatting:

The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. The faculty may find a table format useful for this purpose.

Module or Week	Activity, Assignment, and/or Topic
Week 1	Syllabus, Introduction & Quiz
Week 2	Unit 1 (Lecture, Lab, Discussion, Concept Review Quiz)
Week 3	Unit 2 (Lecture, Lab, Discussion, Concept Review Quiz)
Week 4	Review and Test (Units 1-2)
Week 5	Unit 3 (Lecture, Lab, Discussion, Concept Review Quiz)
Week 6	Unit 4 (Lecture, Lab, Discussion, Concept Review Quiz)
Week 7	Unit 5 (Lecture, Lab, Discussion, Concept Review Quiz)
Week 8	Review and Test (Units 3-5)

*****Tentative, subject to change without prior notice*****

Action Item 3c:

Committee: DE Committee

Committee Topic: Regular Effective Contact

DISTANCE EDUCATION: REGULAR EFFECTIVE CONTACT

Statement of Current Policy

- AP 4105 Distance Education:
 - *Instructor Contact:* Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

DE Committee Involvement and Previous Actions

- The DE Coordinator, during the SDICCCA DE Subcommittee meeting on March 7, 2014, was notified that ACCJC, the Chancellor's Office, and the U.S. Department of Education were reviewing community college compliance with distance education "regular effective contact" requirements.
- The DE Committee discussed the requirements for "regular effective contact" [Title V §55204(a)] during its March 12, 2014, meeting.
- The DE Coordinator, during the Chancellor's Office DE Coordinator's and Managers meeting on March 21, 2014, was notified that ACCJC, the Chancellor's Office, and the U.S. Department of Education were reviewing community college policies regarding "regular effective contact" to verify demonstrable and documented compliance with the following rules and regulations:
 - U.S. Department of Education requires "regular and substantive interaction between the students and faculty" in distance education courses.
 - Title 5 requires "regular and effective contact" between the students and faculty in distance education courses. Colleges must describe how they will maintain regular effective contact with the students, including what will make this interaction effective.
 - ACCJC looks for "regular and substantive" interaction between the students and faculty in distance education courses.

DE Committee Position

- IVC must demonstrate and document compliance with national, state, and ACCJC distance education "regular effective contact" requirements.
- IVC Distance Education courses must describe how faculty-initiated regular effective contact is maintained with students, including what will make the interaction effective.

NOW, THEREFORE, IT IS HEREBY RECOMMENDED that the following action be taken to establish demonstrable and documented compliance with distance education "regular effective contact" requirements:

1. **Policy for Distance Education "Regular and Effective Contact":** The Academic Senate approve the attached proposed IVC policy statement regarding regular and effective contact for distance education courses (Attachment 1).
2. **Online Course Syllabi:** The Academic Senate approve the attached proposed Online Syllabi Template, which documents course activities and frequency of instructor/student contact (Attachment 2).

3. **Course Online Addenda:** The Curriculum Committee, with the assistance of the DE Coordinator, review and update course online addenda to insure that the course contact types (modalities) are correctly listed and that the addenda includes a description of how the modalities will facilitate regular and effective instructor/student contact.

CERTIFICATION

We hereby certify that the above position statement was approved by the DE Committee on April 9, 2014.

Signature of Co-Chair

Signature of Co-Chair

Action Item 3d:

DE Committee to approve changes in the Blackboard Menu selection for Blackboard courses considering the following information:

Current Menu

- Course Home
- Announcements
- Calendar
- Syllabus **[Link to IVC Syllabi Site Deleted]**
- Resources
- Modules
- Assignments
- Forums
- Tests & Quizzes
- Email
- My Grades
- Information Literacy **[Link Repaired]**
- Student User Guide **[Link Repaired]**
- Additional Tools

Proposed Menu #1

- Course Home
 - Announcements
 - Calendar
 - Syllabus
 - Resources
 - Email
-
- Information Literacy
 - *Library & Research Services*
 - Student User Guide
-
- ~~Modules~~
 - ~~Assignments~~
 - ~~Forums~~
 - ~~Tests & Quizzes~~
 - ~~My Grades~~
 - Additional Tools

Proposed Menu #2

- Course Home
 - Announcements
 - Calendar
 - Syllabus
 - Resources
 - Email
 - *Attendance*
 - My Grades
-
- Information Literacy
 - *Library & Research Services*
 - Student User Guide
-
- ~~Modules~~
 - ~~Assignments~~
 - ~~Forums~~
 - ~~Tests & Quizzes~~
 - ~~Additional Tools~~