



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, February 20, 2018
12:50p.m. – Classroom (3102)

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.

Membership

- Xochitl Tirado, Distance Education Coordinator, Co-Chair
 - Jeff Enz, Administrative Representative, Co-Chair
 - Ric Epps, Faculty Representative
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative
 - Dr. Austen Thelen, Faculty Representative
 - Paige Lovitt, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martin Moreno, Classified Representative
 - Vacant, DSPS Representative
 - Omar Ramos, Technology Representative
 - Karla Espejo Rodarte, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: James Patterson, Mary-Jo Wainwright

1. Call to Order & Welcome

Meeting was called to order at 1:19pm.

2. Consent Agenda

- a. November 14, 2017 Distance Education Committee Minutes
Minutes accepted as presented.

3. DE Coordinator Update

- a. Online Education Initiative (OEI)
Tabled and discussed under item 5.c.

4. Action Items

5. Discussion and Information Items

- a. Future Online Course Development (Fall 2018)
Twelve courses were mentioned, five which are hybrid. Some are new online faculty, some are additional courses for existing online faculty. Conversation ensued on the confusion over the administration's stance on distance education. It was indicated that some appear to support development, others appear to be stifling it. Coordinator Tirado reiterated that her goal is to grow the distance education program. Co-Chair Enz confirmed his understanding of the administration's position is that it is one of support.
- b. DE & TLC
Today is the grand opening of the Teaching and Learning Center in 3700, funded with the TALCAS grant, which is geared toward faculty professional development. Coordinator Tirado encouraged everyone to stop by. She will be offering five Canvas/DE trainings in this building. There is also a planned biweekly DE video

series called "Tech Tuesday". A list of trainings and dates were provided. A brief description of the goals of the TALCAS grant was provided, and how those goals are tied to distance education.

c. OEI Update

Two courses have been approved for OEI. Both are ENGL110, taught by Coordinator Tirado and Audrey Morris. There are also two courses being reviewed for approval by OEI: ENGL110 taught by Kevin Howell, and CSI100 taught by Glenn Granish. A reminder was provided that OEI courses must have C-ID to be considered. A question was asked about the review process following the courses' initial approval. The answer provided was presently a post or secondary evaluation has not been requested by OEI, for the two courses already approved. The plan is to offer the approved courses as part of the OEI pilot in Fall 2018. The intent of OEI is to increase access to courses to improve student program completion.

d. Online CCC

The California Governor has proposed funding to establish an online community college. The goal of this college would be to improve skills and credentials for workers who cannot access traditional college courses. Discussion ensued on the impact this would have on the CCC system as a whole. Coordinator Tirado will continue to track the development of this proposal.

e. End of Course Survey (Evaluation Kit)

For online classes, one of the struggles expressed is the administration of the end of course survey. The problem with the current methodology is that it is not being administered the same way it is in the face to face classes, because it is not truly anonymous; instructors can view and potentially manipulate the results prior to sending to the Dean. Coordinator Tirado presented an alternative option that is currently being considered, provided by Evaluation Kit. It was pointed out that this was a negotiated item, so DE cannot simply select and roll out a desired option. The solution would also need to be addressed during the negotiation process. Concern was expressed about the lack of student participation in course evaluation surveys for online courses versus face-to-face courses, since they are optional. Coordinator Tirado shared that she has been asked to come up with viable options, so she is seeking feedback from the committee.

f. Publishing Canvas Courses

Tabled

g. Right of First Refusal (CTA contract language)

Tabled

h. SWOT Analysis (survey monkey)

Coordinator Tirado will be sending out a survey Friday to the DE Committee members to provide feedback and ideas for the DE strategic plan. She encouraged members to watch out for that email, and participate in the survey.

6. For Good of the Order

Tabled

7. Under Development

- a. DE 3-Year Plan
- b. Online Faculty Handbook

8. Next Meeting:

- a. March 20, 2018, @12:50-1:50pm in Room 3102

9. Adjournment

Meeting was adjourned at 1:51pm