**IMPERIAL VALLEY COLLEGE**
**DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES**
**Tuesday, April 17, 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
- ☑ Matthew Limon, ASG Student Representative

Recording Secretary: Melody Chronister

Others Present: Mary Jo Wainwright

1. **Call to Order & Welcome**
   Meeting was called to order at 1:00pm

2. **Consent Agenda**
   a. March 20, 2018

   Minutes accepted as presented.

3. **Action Items**
   None

4. **Discussion and Information Items**
   a. DE Course Review Update
   Reviewing courses for Fall 2018. There are 13 courses. The due date is May 25th.
   Coordinator Tirado also shared that, for Spring 2018, 268 students identified themselves as online only students. A total of 1,700 students are enrolled in at least one online class.

   b. OEI Update
   IVC was scheduled to join the exchange summer 2018, but OEI is pausing further development and implementation of the current cross-enrollment platform and financial aid technology mechanism. The Chancellor's Office has directed the OEI team to explore the marketplace to look for potential commercial solutions to handle cross-enrollment in the course exchange. What does this mean for IVC? We will not join the exchange summer '18 and unlikely to join Fall '18. At this time, IVC's focus will be to continue to get our courses ready for OEI. OEI is still only accepting C-ID courses. Discussion ensued on the political environment that is likely causing the delays, as well as the specific challenges OEI is currently facing with its existing processes, and how they are not setup to scale.

  c. Publishing Canvas Courses

  At the beginning of the semester, each instructor publishes their own course. This has become a problem, because some instructors are forgetting to publish. Can we have a hard publish date? We had this in Blackboard. IT confirmed it may be possible, further research would be needed. Individual committee members shared their ideal publish date, which varied from days before the term to the first day of the term. It was suggested to submit an enhancement request to Canvas to make it easier to see that a course is published. Local modifications were suggested. It was pointed out that there is not the support mechanism available to accomplish this at this time locally.

  The group decided to leave it as is for now. The email volume is still manageable at this point. Will revisit this topic in the future.

  d. DE Faculty Handbook – First Reading

  A draft of the DE Faculty Handbook was provided to the committee members. Also added the definition of hybrid versus online to page five. This includes a requirement to have the face-to-face meeting days reflected on the syllabus, as well as requirements for proctored exams.

  Page 17 was also highlighted, which includes the use of third-party publisher content and accessibility concerns. This is information is being provided only as guidance at this point. Co-Chair Enz has shared that the Alternative Media/Access Technology position was filled, so this topic should be revisited in the future. This will come to the next meeting to formally adopt as an action item.

5. **For Good of the Order**
  a. Co-Chair Enz shared that there is a big focus on security, privacy, and data as a system. These areas are going to be tightened up a lot in the near future. Mentioned the changes to guidelines in the European Union, and how it has impacted other universities in the United States.
  b. The proposed CBA language for online course evaluations was shared, seeking input from the committee.

6. **Under Development**
  a. DE 3-Year Plan

7. **Next Meeting:**
  a. May 15, 2018, @12:50-1:50pm in Room 3102

8. **Adjournment**
  Meeting was adjourned at 1:51pm