



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE MINUTES
Tuesday, August 28, 2018
2:45p.m. – 4:00 p.m. Room 810

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 (excused)
 - Terrie Sullivan, Faculty Representative (excused)
 - Dr. Austen Thelen, Faculty Representative
 - Paige Lovitt, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martin Moreno, Classified Representative
 - Jeremy Wyatt, DSPS Representative
 - Omar Ramos, Technology Representative
 - Alan Lara, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: Robert Price, Mary Jo Wainwright, Steven Cauchon

1. Call to Order & Welcome

The meeting was called to order at 2:47. Starting her third year as DE Coordinator. There are still a lot of things to learn, but she has absorbed a lot of information. Thanked the committee for their support and input.

2. Consent Agenda

- a. May 15, 2018
Minutes accepted as presented.

3. Action Items

4. Discussion and Information Items

a. Committee Composition

Reminded everyone that we are a subcommittee of Academic Senate. There are new faculty members that have expressed interest in joining, but the only way to add them is if others vacate, in accordance with the Academic Senate constitution. Presently the co-chair is Jeff Enz, Chief Technology Officer, but that could change. More information will be provided as a future meeting.

We also have a DSPS representative, which has been vacant for 2 years. The committee recognized and welcomed Jeremy Wyatt. He is the Access Technology/Alternative Media Specialist. He briefly described what his job entailed. Coordinator Tirado is looking forward to working with him in the future with the world of Distance Education.

b. Review of existing contractual requirements in the area of DE

Coordinator Tirado met with Dr. Tafoya, CIO, last week to review the requirements to teach DE courses. She provided a presentation of the language in the contract that pertains to distance education to the committee. Briefly reviewed the current contract language, which included: load percentage, office hours, training requirement, opportunities, and reimbursement; access to technology support personnel, intellectual property rights, and stipends for DE course evaluators. She noted that these are negotiable items, and

negotiation with CTA is currently underway. This is for information only. The CTA representative shared that there are a number of changes being proposed to this language.

c. DE Course Development Process

The committee has talked about the process multiple times, but there is still room for improvement. She wants to focus on the 12-week @ONE coursework requirement, asking the committee what their thoughts are on this requirement. She reviewed the history of the training/coursework requirement at IVC. In 2009 IVC identified a need to require coursework prior to teaching DE under the ACCESO grant. Need for continuous training was discussed again in 2012. In 2013, the @ONE requirements were added. At that time, it was 5 separate @ONE courses. Effective 2017, it is one @ONE 12-week course. We have come a long way, building off of the experience gleaned over the past 9 years. Concern was expressed about the possibility of eliminating the training requirement. Members shared that we need some sort of structured training that includes LMS, pedagogy, and accessibility content. It was pointed out that this appears to be a compensation or budget issue. Coordinator Tirado listed a slide with pros and cons of the 12-week @ONE course. Pros include, the quality of the course and the expertise of the instructors, and the quality of the courses being developed following the training. The cons include that it is serving as a hurdle to get faculty to teach online and there is limited course availability. It was suggested to build an in-house training course, which has come up in the past. It was acknowledged that this is something that should be considered. Many other colleges have their own in-house training. It was also suggested to look into leveraging TALCAS funding, as this is an important professional development topic. Accreditation visit is in March, and DE is a part of that. Coordinator Tirado pointed out that there are contractual requirements here, so this is not solely a decision that can be recommended by the committee to the Senate.

Online courses are the first to fill during registration. It is really important that we continue to create new online courses, but we need to be careful we are doing so in a way that does not impact the quality of the courses. Coordinator Tirado indicated she would continue to research and put together a plan for the committee to consider. She is looking into streamlining the overall process, including the workflow of the needed approvals, but she wants to first focus on the training requirement.

d. Web-Enhanced Course Guidelines

Discussed the difference between online, hybrid, and web-enhanced. Coordinator Tirado would like the committee to develop guidelines that clarify these differences, so that it is clear. It was also suggested to provide additional training opportunities to web-enhance courses. It was suggested to also look at our hybrid course development process, because right now they have to meet the same requirements, including the @ONE course. Discussion occurred on hybrid course offering patterns and the impact on apportionment. Right now, all of our hybrid courses are still offered on a weekly pattern, to maximize apportionment. Coordinator Tirado indicated she would bring this topic back for additional discussion.

5. For the Good of the Order

- During the summer Coordinator Tirado worked on the DE website, focusing on the student DE page. She displayed the page for the committee. She also displayed the Canvas page for DE faculty, as well as the DE faculty orientation.
- @ONE is starting webinars they are calling "First Fridays". They will cover different topics. The first one is September 7th. They run from 1pm-2pm.
- Introduction was made for Dr. Tafoya, the new Chief Instructional Officer.
- DE hosted our first Block Party yesterday evening. Online faculty member Dr. Patterson proposed the idea to invite DE students to meet their online instructors. All DE faculty were emailed, and the faculty that were available attended had their online students emailed and invited. The students enjoyed the event, making connections to form study groups, etc. Lessons were learned from the first event, with much opportunity to grow in the future. Planning on doing again next semester.
- Co-Chair Enz announced that the 200, 300, and 800 building remodeling has been approved using bond funds. Details of the remodel are forthcoming.

6. Under Development

- a. DE Strategic Plan

7. Next Meeting:

- a. September 25, 2018, @2:45-4:00pm in Room 810

8. Adjournment

Meeting was adjourned at 3:45pm.