IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Wednesday, February 12, 2014
1:30 p.m. – Economic & Workforce Dev. 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.

Membership

☑ Brian McNeece, Administrative Representative, Co-Chair
☑ Gaylla Finnell, Distance Education Coordinator, Co-Chair
☐ Kevin Howell, Faculty Representative - *Excused*
☐ Ralph Marquez, Faculty (non-teaching) Representative
☑ Deirdre Rowley, Faculty Representative
☑ Xochitl Tirado, Faculty Representative
☐ Mary Jo Wainwright, Faculty Representative - *Excused*
☑ Martha Olea, Classified Representative
☑ Paige Lovitt, DSPS Representative
☐ Omar Ramos, Technology Representative
☑ Melody Chronister, Recording Secretary

Others Present: Sidne Horton, Audrey Morris, Kathy Berry

1. **Call to Order**
Coordinator Finnell called the meeting to order at 1:35 pm on Wednesday, February 12, 2014.
   a. Roll Call
   b. Membership Changes
   Dean Brian McNeece is now the Administrative Representative and Co-Chair of the Distance Education Committee, replacing Vice President Kathy Berry.

2. **Consent Agenda**
   a. Approval of Minutes for November 27, 2013
   M/S/C Lovitt/Tirado to approve the minutes dated November 27, 2013 as presented.
   Motion Carried Unanimously.

3. **Action Items**
   a. DE Committee Core Values Statement
   M/S/C Lovitt/McNeece to approve the DE Committee Core Values Statement with the following edit: remove "regardless of their geographical location, situational disadvantage, or socioeconomic status".
   Dean McNeece questioned the use of "situational disadvantage" in the statement. The committee agreed to remove this statement.
   Motion Carried Unanimously.
   b. AP4105 Distance Education
   M/S/C Rowley/McNeece to accept AP4105 Distance Education as presented with agenda.
   Coordinator Finnell went over amended AP4105 as provided as an attachment to the agenda. This amendment proposed taking out the six steps "to be followed when developing and delivering online courses at Imperial Valley College" as these requirements are to be listed in the handbook; which is a more appropriate location for such detail versus an AP. Discussion ensued on the differences between an Administrative Procedure (AP) and a Handbook.

The above edit confirms the only changes to the existing AP4105 are 1) to change references to Etudes to Blackboard (the current Learning Management System); and 2) to update the Course Quality Standards to include the statement "as expressed in the course outline of record". *Motion Carried Unanimously.*

c. Course Development Process and @ONE Online Training Policy
M/S/C Rowley/Tirado to accept the Course Development Process and @ONE Online Training Policy as presented with agenda.
Vice President Berry pointed out that the @ONE requirement is blessed by the ACCJC accreditation body as it helps prove IVC is taking action to meet the standard previously in question. A concern was raised that @ONE faculty are not requiring completion of the final week of the course but are still awarding the certificate of completion. Faculty present that have taken the @ONE course recently (Feb. 2014) indicated that they had to complete the final week, so it appears this is no longer an issue. Coordinator Finnell said she would get in contact with @ONE and confirm that students are required to complete the entire course before being awarded the certificate of completion.
Faculty member Sidne Horton inquired how faculty will know where they stand as far as approval to teach online. Coordinator Finnell identified that there was conflicting information between the requirements listed on the IVC website and what was in the DE handbook. She confirmed that after careful review of the previous DE Committee minutes, the @ONE requirements are as follows: Two courses (Introduction to Teaching Online and Introduction to Teaching with Blackboard) prior to teaching online, and three additional courses within three years. Additional requirements include: 50% of the course completed for review by the DE Committee (and DSPS representative) at least five weeks before the start of priority registration for the term for which the desire to teach online; and the course "road map" to serve as an outline for the rest of the course. Concern was raised about how these requirements fit with the recent change to an annual schedule development (versus quarterly) by the Instructional Council. Vice President Berry suggested that these deadlines may need to be reviewed and changed to match the schedule development timeline in the future, with an example given of a December 2014 deadline to teach online in the 2015-16 academic year. This is only a suggestion at this time; may be a possible contract language discussion on online course development (if warranted).
Motion Carried Unanimously.

d. Request for waiver of @ONE training requirements
M/S/C Rowley/McNeece to <u>not</u> allow waivers to be given for the @ONE training requirements.
Two faculty members had requested to be considered for a waiver of the @ONE training requirements. Since the request, one of the two faculty members has withdrawn (and is going to instead complete the requirements). Coordinator Finnell pointed out that since we have been very firm with the @ONE requirements for the faculty presently teaching (or developing) online courses, she is not comfortable supporting the request. Member Rowley agreed with this rationale. She personally had taken several courses in the past, including receiving certification to teach online, yet she was required to complete the @ONE courses. If IVC sets a requirement, they should stick to it; everyone should be treated equally.
Motion Carried Unanimously.

e. Addition of Student Representative to DE Committee membership
M/S/C Rowley/Tirado to add a student representative to the DE Committee membership with the requirement that they have completed at least one online course at IVC.
Rationale was given by Coordinator Finnell that the addition of a student to the DE Committee membership allows for student input. Member Rowley suggested a requirement be added that the student has completed at least one online course at IVC. Membership agreed.
Motion Carried Unanimously.

f. Selection of Course Evaluation Team
M/S/C McNeece/Olea to approve the Course Evaluation Team as Presented.

Coordinator Finnell shared that the Course Evaluation Team will consist of Member Rowley, Member Tirado, Member Lovitt (DSPS Rep), Member Wainwright, and Faculty Member Leon. There are presently 37 online courses in development.
Motion Carried Unanimously.

g. Selection of Online Faculty Handbook Task Force
M/S/T Finnell/McNeece to Table this action item for future discussion.
Motion Carried Unanimously.

h. Selection of Distance Education Plan Task Force
M/S/T Finnell/McNeece to Table this action item for future discussion.
Motion Carried Unanimously.

4. **Discussion and Information Items**
   a. Program Review and Proposed Budget
   Coordinator Finnell provided a presentation on the IVC Fall 2010 to Spring 2013 success and retention rates of the face-to-face courses by day, afternoon, and evening and compared them to the success and retention rates of the online courses. First glance reflects a similarity between evening courses and online courses. She posed a question to the committee on how IVC could close the gap between face-to-face and online success and retention rates; what causes the gap? Responses included: student working full-time, having families, and/or doing work late at night. It was acknowledged that lower retention rates are expected due to the high level of self-discipline that is required of the student taking a course online. One solution suggested that an online community of students is created with constant interaction with each other and with the instructor. Coordinator Finnell communicated that the plan of action is to focus on increasing the use of Blackboard by existing IVC faculty for all courses (including face-to-face), which in turn will increase the experience IVC students have with the Blackboard learning environment.
   Member Tirado and Faculty Morris expressed concern of students constantly ill-equipped to take online courses that enrolled in their course(s). A suggestion was made to require CIS050 Learning Online, Orientation as a prerequisite for all students who desire to take an online course at IVC; if not, then at least a one-day orientation.
   Coordinator Finnell shared that when she finalizes the program review for Distance Education, she will send out to the DE Committee for review. She thanked everyone for their feedback.
   b. Faculty Right of First Refusal - Tabled Discussion
   c. Online Education Initiative - Tabled Discussion
   d. @ONE Faculty Training
   This item was already discussed under action item 3.c.
   e. Course Development Timeline
   This item was already discussed under action item 3.c.
   f. Online Teaching Conference 2014: San Diego, June 20-21, 2014
   Committee Member Tirado and Faculty Member Morris will be attending this conference as representatives from IVC.
   g. SDICCCA/Chancellor's Office DE Coordinator Committees
   Coordinator provided a brief update.

5. **Other**
   a. None

6. **Next Meeting**
   a. The next Distance Education Committee meeting will be March 12, 2014 at 1:30pm in 1704.

7. **Adjournment**
   a. Coordinator Finnell adjourned the meeting at 3:05pm