Imperial Valley College Distance Education Committee Meeting Unadopted Minutes November 1, 2012 12 noon to 1:00 p.m. Building 2700, Arts & Letters Conference Room

Present: David Zielinski Michael Heumann

Mary Jo WainwrightPaige LovittMartha OleaTodd FinnellMelody ChronisterAndres Martinez

Not Present: Ralph Marquez (Excused)

Allyn Leon (Excused)

Visitors: Todd Finnell

Recording Secretary: David Zielinski

The Distance Education Committee meeting was called to order at 12:02 p.m. by David Zielinski, DE Coordinator.

- 1) **Welcome** David Zielinski welcomed the group and called the meeting to order.
- 2) **Update: Substantive Change Proposal** Zielinski provided a detailed update on the process of the Substantive Change Proposal revision document. The section of Student Services for online students was expanded and recent success and retention data was included. The revision is on schedule, and the final document will definitely be ready before the deadline—for submission to the accrediting commission.
- 3) **Program Areas: Success and Retention Data** Zielinski provided the group copies of a document: "Imperial Valley College Success and Retention Data: Programs with more than 50% of courses available online." This document (a copy is attached to these minutes) reflects data included in the Substantive Change Proposal revision document. Zielinski felt it was important to share this data to point out a very positive trend. In two program areas, Behavioral Science, and English, the success and retention data for online courses had eclipsed the data for the face-to-face classes. And overall, across campus, the numbers for online courses were increasing (yet still behind the face-to-face courses). Nationally and statewide, online courses typically show lower success and retention numbers than their complements in face-to-face courses. But IVC appears to be making good progress in this department.
- 4) **Policy on Merged Shells** The group revisited an earlier discussion with regard to merged shells. It was decided that the default setting at the beginning of each new academic session would be: one separate shell for each section (CRN). However, if an instructor teaching multiples sections of a course wished to combine those multiple sections within one Blackboard

shell, that would be acceptable—as long as the instructor notified IT well before the start of the semester.

- 5) The Grand Plan—RE-birthing DE @ IVC—Zielinski engaged the group in a discussion of a wide range of topics, all stemming from the advent of Blackboard at IVC. The need for continued training was discussed. For the moment, ATLAS is scheduling training events for faculty. But it was suggested that outside presenters might be nice, as well, to conduct workshops. The need to provide training for students was also discussed, and the possibility of using the Blackboard 24/7 help service came up. Zielinski informed the group that the Instruction Office would eventually like to see a DE Handbook for online faculty at IVC. The group also discussed the possibility of creating an ideal model course, to inspire and guide faculty creating their own courses. This led to a discussion of the possibility of the creation of core course shells for various disciplines (e.g., English 101). Zielinski informed the group that using Blackboard, and taking advantage of the "Goals" and "Alignments" features, that faculty could gather SLO data—for both online and web-enhanced courses. The discussion also covered other topics, to include: an online writing center, online tutoring, and the enhancement of the DE web site.
- 6) Other None
- 7) **Adjournment** The meeting was adjourned at 1:01 p.m.

The next scheduled meeting of the DE Committee, pending group approval:

Thursday 29 November 2012 during Campus Hour (12 – 1 p.m.)