

**Imperial Valley College**  
**Distance Education Committee**

Meeting Notes

Friday, February 22, 2013

<b>Present:</b>	David Zielinski, Coord.	Mary Jo Wainwright	Michael Huemann
Diedre Rowley	Martha Olea		
<b>Consultants:</b>	Todd Finnell	Eric Lehtonen	
<b>Absent:</b>	Allyn Leon	Paige Lovitt	Ralph Marquez
<b>Recorder:</b>	Melody Chronister		

**I. Discussion Items**

**A. Pedagogy Training**

1. Reviewed letter from ACCJC and our response.
2. Discussed how to proceed with training.
  - a. Require completion of @ONE training before faculty member can seek approval to teach online courses.
    - i. Require faculty member to pay for course up front and then request reimbursement for 50% upon completion (pending confirmation this works internally with fee collection process with @ONE program).
      1. It was stressed that requiring completion before getting reimbursed was important as it influences faculty member to complete entire course.
      2. Fee is \$65 per faculty member OR \$2500 for group of 30.
    - b. Require blackboard training before faculty member can seek approval to teach online courses.
3. Multiple members expressed the concern that absolutely no grandfathering of faculty members be granted. All faculty interested in teaching online must go through these two training requirements.
4. Looking for Administrative and Academic Senate support when rolling out training requirements; as resistance is expected.
5. Training in Blackboard “Tips and Tricks” was requested using ATLAS funds.
6. It was requested to break down Blackboard training sessions into smaller one-topic sessions versus trying to cram multiple topics into one larger session; allowing the topic time to absorb.

## **B. Plan for Deployment**

1. Reviewed “IVC Distance Education 2013-2014: Blackboard-era Plan for Deployment, Evaluations and Training”.
  - a. Clarified the 10 classes granted for Fall 2013 is not *sections* but *classes*.
  - b. This does mean that it is possible that less than 10 faculty members could be approved.
  - c. Priority of selection will include student demand, transfer courses, and CTE priorities.
  - d. It was noted that at its peak IVC had 40 faculty members teaching online.

## **C. Course Development**

1. Require at least 75% completion of course creation by the end of the development semester (to prevent last minute building).
2. There was a suggestion to create a “shell” for use by faculty for specific high-demand courses to ensure everything is covered according to course outline of record.

## **D. Reviewed “Online Course Observation Rubric”**

1. Question was asked as to who is responsible for these course evaluations once the courses have been rolled out; including how often these evaluations would occur. It was mentioned that according to the current CTA contract, only Administrators can evaluate faculty members and their courses.

- II. Next regular meeting date not confirmed. David Zielinski will make adjustments to forms as requested and then schedule the next meeting.