

IMPERIAL VALLEY COLLEGE DISTANCE EDUCATION COMMITTEE MINUTES Adopted

Wednesday, September 25, 2013 1:30 p.m. – Arts & Letters Conference Room, 2780D

Present:	☑Allyn Leon, Coordinator/Co-Chair		☑Kathy Berry, Co-Chair	
	☑Mary Jo Wainwright	☑Martha Olea	☐ Paige Lovitt	☑Michael Heumann
	☑Deirdre Rowley	☐Omar Ramos	☐Ralph Marquez	□(Vacant/Faculty)
Consultants:				
Visitors:	Sydney Rice	Sidne Horton	Terrie Sullivan	
Recorder:	Dixie Krimm			

Call to order

Allyn Leon called the meeting to order at 1:40 pm on Wednesday, September 25, 2013.

Approval of the Minutes

Approval of minutes postponed until the next meeting. (Quorum was not met at this time)

1. Membership

• Terrie Sullivan volunteered to fill the vacant faculty position. Allyn will check into the process to have her fill that position.

2. Course development and approval timeline

- Faculty attended @ONE trainings; must be at 50% completion by Oct. 18th, 2013 to be on track for Spring 2014.
- Moving forward Allyn would like to develop a schedule of completion dates; database creation for record keeping of whom and when trainings were completed.
- Kathy mentioned that the scheduling process will be completed by February for the following academic
 year including summer and winter; courses would be entered as face to face and then converted to online
 as needed. Things that are being considered as part of the new process are cost and being prepared to
 offer answers to students regarding course offerings.
- Committee discussed the importance of adhering to deadlines.

3. Distance Education Addendum form and CurricUNET

Will be discussed at the next meeting.

4. Policy for hybrid courses

• Kathy – a new idea for thinking about hybrid; meant to help with room utilization, but may create issues with scheduling and/or apportionment. The idea was that two courses scheduled at the same time and days could be taught using the room on one day and online the other day; for courses that met twice a week. 50% of each of these courses would be online. The committee should consider these hybrid courses and make sure they go through the appropriate procedure.

5. Evaluating new courses/faculty

- College hour could be used to hold reviewing sessions; two week or a month before the due date to provide developers time to revise their courses if needed.
- Allyn asked the committee for volunteers to participate in a team for evaluation
- Members requested that the organizational process and resources be provided to assist faculty in preparing to teach online courses.

6. Evaluating continuing courses

- A mechanism should be developed to assure that once the course is created the instructor continues to offer the course as designed.
- Members felt there is a lack of knowledge on blackboard
- Students also have a problem using the 24/7 blackboard customer service

7. Training

- The committee discussed using the college hour time to schedule training sessions. Atlas may be used to help facilitate workshops.
- Workshops should focus on external resources outside of textbooks.
- SLOs will need to be assessed the same as with face-to face.
- Members discussed the use of a required course that must be passed before a student could enroll in an
 online course. Since students will now be required to have an educational plan for priority registration,
 an orientation to college type course may help students be more prepared to create a plan. This course
 could include online course information.
- Ways to facilitate student success discussed.

8. Testing

- @ONE problems discussed; requirements for completing the training program are inconsistent
- Allyn suggested supplementing with something local in addition to @ONE
- Deirdre suggested creating a model course to provide as an example of what is expected.

9. Meeting time/day/location

Allyn will email committee members to set up the meeting day and time.

10. Other