IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Wednesday, May 13, 2015
1:30 p.m. – Economic & Workforce Development Conference Room (3102)

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.

1. **Call to Order & Welcome**

2. **Consent Agenda**
   a. Approval of Minutes for April 14, 2015

   M/S (_____/_____) to approve the minutes of the April 14, 2015, regular meetings of the DE Committee, as presented.

3. **Action Items**
   a. Revision: State Authorization Statement
   b. AP 4105: Proposed Revisions to include State Authorization statement

4. **Reports**
   a. Blackboard – Omar
   b. ADA Compliance – Paige
   c. Student Support – Martha
   d. Students – Lidia
   e. Faculty – Faculty Representatives

5. **Discussion and Information Items**
   a. Anti-Bullying Policy – Approved by DE Committee 04/14/15
      i. BP and AP 3430 Prohibition of Harassment (Vikki Carr)
      ii. BP and AP 5500 Standards of Conduct (Adriana Sano)
      iii. BP 7105 Workplace Civility and Conduct (Jessica Waddell)
   b. Social Media Guidelines/Policy
      i. IVC Marketing Committee Draft Social Media Guidelines/Policy
      ii. Grossmont Community College District: http://www.gcccd.edu/advancement-communications/social-media-guidelines.html
      iii. MiraCosta Community College District: http://www.miracosta.edu/officeofthepresident/board/downloads/1100-5AP-TheMiraCostaCommunityCollegeDistrictandSocialMedia-Effective4-16-14.pdf
   c. New OL Course Evaluations – Update
   d. Request for Waiver of @ONE Training - Update
   e. OEI Update
   f. Conferences and Training – OTC 2015 in San Diego June 16-19
   g. Other

6. **Under Development**
   a. DE 3-Year Plan
   b. Online Faculty Handbook

7. **Next Meeting: Meet Finals Week?**
   a. Wednesday, **June 10, 2015,** @ 1:30pm in Room 3102

8. **Adjournment**

ACTION ITEMS

STATE AUTHORIZATION STATEMENT

~~Distance Education Services for Out-of-State Students~~ State Authorization
~~Online~~ Distance Education courses at Imperial Valley College are available to students who reside in the States of California and Arizona.

Distance Education Complaint Process for ~~Out-of-State~~ Arizona Students
In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

~~Students~~ Arizona residents enrolled in online classes at Imperial Valley College ~~who reside out of state~~ should follow the Complaint Procedures listed in IVC's Student Conduct and Complaint Policies listed in the General Catalog to resolve concerns. Online students have the same rights and responsibilities as those students enrolled in on-campus courses.

Complaints are addressed through informal and formal processes. It is suggested that students first try to resolve an issue through the informal report and resolution process listed in the General Catalog before submitting a formal complaint.

Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). Information regarding their complaint process can be found on the ACCJC website at http://www.accjc.org/.

If after following the college procedure the issue cannot be resolved internally ~~and the out-of-state student seeks additional resolution~~, Arizona residents can seek additional resolution by contacting the Arizona State Board for Private Postsecondary Education through their website at https://ppse.az.gov/ or at 1400 W. Washington Street, Phoenix, AZ 85007, phone: 602-542-5709, fax: 602-542-1253.

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4105 Distance Education

Reference:
Title 5, Sections 55200 et seq.
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 602.17.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online classes.

For the purpose of scheduling, Online, Hybrid, and Web-Enhanced classes at Imperial Valley College will be defined as follows:

- Online courses may have up to three face-to-face class meetings scheduled throughout the semester. They meet and complete assignments mostly over the Internet.
- Hybrid classes meet face-to-face more than three times. These courses are typically developmental classes, with some exceptions (e.g., Speech 100 or Biology 100).
- Web -Enhanced courses meet face-to-face but have supplemental online interaction.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the

instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved ~~under the same conditions and criteria as all other courses.~~ in accordance with the procedures published on the Distance Education website.

Certification: When approving distance education courses, the Curriculum & Instruction Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses~~.~~, as expressed in the course outline of record.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum & Instruction Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Use of ~~Etudes~~ CMS for Distance Education: All distance education courses must utilize the ~~Etudes~~ IVC approved course management system (CMS) unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Chief Instruction Officer and the Distance Education Coordinator.

State Authorization for Distance Education: Residents of the states of California and Arizona are authorized to take distance education courses at IVC.

~~The following steps will be followed when developing and delivering online courses at Imperial Valley College:~~

1. ~~Complete Etudes 101 (either online or face-to-face)~~
2. ~~Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair~~
3. ~~Sign up for Etudes 201 (one-semester long online development class taught by Instructional Media Designer)~~
4. ~~Develop Etudes online addendum for approval through Curriculum and Instruction Committee (with the Distance Education Coordinator and Division Chair)~~
5. ~~Complete Etudes 201 (final exam: evaluation of developed course)~~
6. ~~Receive approval from DSP&S specialist that course content is Section 508-compliant~~

~~If a faculty member wishes to waive the Etudes 201 class requirement (step 5) he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer~~

for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the dean, division chair, and/or department chair prior to teaching the online course.

ANTI-BULLYING POLICY
Imperial Valley College

Imperial Valley College believes that all members of the Imperial Valley College community, whether student, employee, faculty or guest, have a right to a safe and secure learning and working environment. The college and the community have an obligation to promote mutual respect, tolerance, and acceptance.

While each circumstance is different, bullying is inappropriate, unwelcome behavior that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident. It can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited to, the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the target of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or educational experience;
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct; or damage to a person's work area or property; and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, websites, or online chat rooms in a threatening, intimidating, or humiliating manner.

Bullying behavior violates Imperial Valley College's Institutional Code of Ethics (AP 3050) and its expectation that employees will be treated with respect and dignity, the Student Standards of Conduct (AP 5500) and its expectation that students will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated, and the College's Commitment to Diversity (AP 7100).

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. Imperial Valley College will investigate any allegation of bullying. Complaints by employees should initially be reported to the employee's immediate supervisor, unless that person is the individual about whom the complaint is being made, in which case the complaint should be made to that person's supervisor. The complaint may also be made to the Chief Human Resources Officer. A student may bring forward a complaint to the Dean of Student Affairs or to the Vice President for Student Services.

An individual complaining of bullying may be required to make the complaint in writing. Anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including termination. Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including expulsion.

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

☑ Dr. James Patterson, Administrative Representative, Co-Chair
☑ Gaylla Finnell, Distance Education Coordinator, Co-Chair
☑ Kevin Howell, Faculty Representative (late -excused)
☑ Cathy Zazueta, Faculty (non-teaching) Representative
☑ Deirdre Rowley, Faculty Representative
☑ Xochitl Tirado, Faculty Representative (2:00pm)
☑ Dr. Nannette Kelly, Faculty Representative
☑ Richard Epps, Part-Time Faculty Representative
☑ Martha Olea, Classified Representative
☑ Paige Lovitt, DSPS Representative
☐ Omar Ramos, Technology Representative
☐ Lidia Zambrano, Student Representative
☑ Melody Chronister, Recording Secretary

Others Present: Michael Heumann, Michael Capeci, Mary Jo Wainwright, Gordon Bailey

1. **Call to Order & Welcome**
   Coordinator Finnell called the meeting to order at 1:37pm on Tuesday, April 14, 2015.

2. **Consent Agenda**
   a. Approval of Minutes for March 11, 2015

   M/S (Epps/Zazueta) to approve the minutes of the March 11, 2015, regular meetings of the DE Committee, as presented.

   Motion approved unanimously.

3. **Action Items**
   a. Social Media Policy
   Reviewed rationale provided for developing the social media policy. The committee was reminded that this policy is to start the discussion – and that it may be that another subcommittee of the Academic Senate should more appropriately take it over and modify it. It was also recommended to bring this up at the Technology Planning Committee.
   A question was asked if there are any faculty members that communicate with their class via social media. Other members responded that they do. Concern was expressed about monitoring the content on the social media sites. IVC policy is that all coursework is to be managed using Blackboard, but use of social media for additional contact is not prohibited. It was agreed that this can be very difficult to monitor and control.
   A concern was expressed about the strong restrictions being expressed not only inside the classroom, but outside the classroom in the social media policy presented. It was agreed that this document was "too much" and needs to be simplified. Coordinator Finnell shared that she bring a more simplified version to the next meeting.

b. Anti-Bullying Policy
Reviewed rationale provided for developing the anti-bullying policy. Also briefly reviewed the policy. A personal story was shared about bullying that occurred in a classroom at IVC. Individual committee members took turns expressing their support for the development of this policy. A question was asked if ASG has a process where there would be "peer court". The answer was no, not presently.

MS (Epps/Zazueta) is hereby made to forward the attached Anti-Bullying Policy proposal to the Academic Senate and Associated Student Government for consideration and processing through the IVC governance process. The DE Committee agrees that it is important for IVC to develop an Anti-Bullying Policy, and this action is taken to help facilitate discussions and actions to that end.

Motion approved unanimously.

c. DE Policy for Out-of-State Students
Reviewed rationale provided for developing the DE Policy for Out-of-State Students. Also briefly reviewed the policy provided. A question was asked about students in other countries. Coordinator Finnell shared that this specific issue is a "state to state" issue. This can be easily changed if we would like to increase our scope of services in the future.

M/S (Lovitt/Tirado) is hereby made to approve the attached DE Policy for Out-of-State Students and to forward the policy to the VP for Academic Services and the Academic Senate for consideration and processing through the IVC governance process. IVC must have a Policy for Out-of-State Students approved and adopted by July 1, 2015, to be in compliance with federal law.

Motion approved unanimously.

4. **Reports**
   a. Blackboard – Gaylla (for Omar)
   It was mentioned that the program was down today, but that it is up and running. A question was asked about how Blackboard works with Starfish, as problems have been reported. It was shared that we are a "guinea pig" for the Starfish vendor, and that they are still working out the problems reported. It was expressed that this (Starfish) is our new "early alert" system, so we need to figure out how to make it work for us.

   b. ADA Compliance – Paige
   Paige has had a chance to review a few of the courses for ADA compliance, as was excited to report that the courses are in great shape. Requiring the @ONE accessibility course seems to be helping faculty with how to properly make their online courses accessible immensely.

   c. Student Support – Martha
   Encourage faculty to tell their students to take a computer class prior to taking online classes.

   d. Students – Lidia
   No report.

   e. Faculty – Faculty Representatives
   Member Epps shared that he started to use Canvas, and is willing to share/show his experience with the committee at a later time if desired.

5. **Discussion and Information Items**
   a. New OL Course Evaluations – Update
   Reviewed list of courses ready to be evaluated (received by the April deadline). Concern was expressed about how to evaluate SPAN220, which was built entirely in Spanish. Coordinator Finnell will discuss evaluation techniques with WL Coordinator Ruiz.

b. Course Development Policy
i. @ONE Training
New classes recently posted. They are working on changing the format of their classes (from five individual courses to one course with five modules), but that is still in the works.

ii. Request for Waiver of @ONE Training
Coordinator Finnell shared that a request has been received to waive the @ONE requirements for the CISCO hybrid courses. She shared that she personally does not support waiving the requirements, because regular effective contact is required per state and federal law. It was shared that the federal government has a different definition for online classes versus state policy – hybrid does not count as online federally, but it does in the count as "online" in the state of California. Member Rowley shared that she is teaching a hybrid course presently, and confirmed she cannot keep the contact to just in the classroom. She is concerned that this online component may only require a "grader", and not a "teacher". Other faculty have requested waivers, and they were denied. If we make an exception, then we are opening the door to others. It was however expressed that an appeal policy has been established in the event the faculty member is interested in appealing this decision, and that there may be circumstances when exceptions may need to be considered. Gordon Bailey, the faculty member requesting the waiver, shared how/why he feels he is ready to teach online based on his years of experience in IT as well as the extensive training he has received at the CISCO Academy. The committee recommended that this request for a waiver be forwarded to the appeal board in accordance to the appeal process established.

c. OEI Update
None

d. Conferences and Training
Reviewed conferences and training coming up.

e. Other
None

6. **Under Development**
   a. DE 3-Year Plan
   b. Online Faculty Handbook

7. **Next Meeting:** Wednesday, **May 13, 2015,** @ 1:30pm in Room 3102

8. **Adjournment**
   Coordinator Finnell adjourned the meeting at 3:07pm on Tuesday, April 14, 2015.

ACTION ITEMS

Imperial Valley College
Social Media Policy

Scope

This policy applies to all use of social media by Imperial Valley College (IVC) students, faculty and staff to represent or discuss matters concerning IVC and/or members of the IVC community, whether or not such use involves IVC's network or other computer resources.

"Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, LinkedIn®, My Space, YouTube and Flickr®.

Purpose

This policy (1) provides guidance concerning the use of social media through IVC's network, systems or equipment and/or the use of social media to represent or discuss matters related to IVC and/or members of the IVC community; and (2) sets forth rules for the administration of IVC social media sites.

Introduction

Within recent years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. IVC recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the IVC community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that the use of social media at or concerning IVC is governed by the same laws, policies, rules of conduct and etiquette that apply to all other activities at or concerning IVC. Even activities of a private nature conducted away from IVC can subject you to disciplinary action if they reflect poorly on IVC or interfere with the conduct of IVC business.

USAGE GUIDELINES

A. Rules for Posting to Social Media Sites

When posting to any IVC social media site, communicating with members of the IVC community, or discussing IVC on *any* site, **even through your own personal account or using your own phone, computer or other device without using the IVC network or equipment,**

➤ *Do*

- Remember that laws and IVC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by IVC students, faculty and staff through social media.

- If endorsing IVC, accurately disclose your relationship to IVC. When using IVC sites or acting within the scope of your IVC responsibilities, you may only endorse IVC, its programs, or its services if you have been authorized to do so by IVC.

➢ *Do*

- Carefully consider the accuracy, clarity, length (brief is better) and tone of your comments before posting them. Posts on social media sites should protect IVC's institutional voice by remaining professional in tone and in good taste. Remember, your posts may last forever.

- Sign your post with your real name and indicate your relationship to IVC. Do not use pseudonyms or post anonymously.

- Respect the views of others, even if you disagree.

- Be truthful, accurate and complete in describing IVC programs and services.

- Strive to be accountable to IVC audiences via regular updates and prompt responses when appropriate.

- Obey the Terms of Service of any social media site or platform in which you participate.

- Whenever appropriate, link back to information posted on the IVC website instead of duplicating content. When linking to a news article about IVC, check first to determine whether you can link to a release from IVC rather than another media outlet.

- Whenever, as a member of the IVC faculty, you utilize a social medium as a means of student participation in course work be sure to also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).

➢ *Do Not*

- Use social media to harass, threaten, insult, defame or bully another person or entity; to violate any IVC policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.

- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any IVC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

- Post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

- Use IVC's name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.

- Disclose confidential IVC information, non-public strategies, student records, or personal information concerning past or present members of the IVC community without proper authorization.

- Make false claims or representations about IVC programs or services, and do not speculate or guess if you do not know the information.

- Spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media site is true.

➤ *Do Not*

- Spend excessive time using social media for personal purposes during working hours or use any IVC social media sites, networks, equipment or peripherals for unauthorized commercial purposes.

- Transmit chain letters, junk email, or bulk communications.

- Be rude or argumentative, or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]

- Be careless with spelling or syntax, or use language that may easily be misunderstood.

- Post a person's photograph or video image without first obtaining permission and signed talent releases from anyone depicted in the photograph or video.

  Note: Please keep in mind that photographs posted on social media sites can easily be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to prevent copying. Images at that size are sufficient for viewing on the Web, but not suitable for printing.

- Represent your personal opinions as institutionally endorsed by IVC. If you are not authorized to post specific content on behalf of IVC, then the following disclaimer should appear in your post: "These are my personal opinions and do not reflect the views of Imperial Valley College."

- Expect that your posted content will remain private or that dissemination will necessarily be limited to your intended audience, **even if you are accessing your own private account over the IVC network or using IVC equipment or peripherals.**

- Attempt to mask your identity or attribute your comments to another person (real or fictitious).

- Insult, disparage, disrespect or defame IVC or members of the IVC community.

  Note: In accordance with applicable laws and regulations, subject to other applicable IVC policies, this Policy does not prohibit associates from using social media to discuss among themselves, even in terms that may be critical of IVC, matters relating to the terms and conditions of their employment.

- Discuss legal issues or risks, draw legal conclusions, on pending legal or regulatory matters involving IVC.

  Note: IVC is not responsible for monitoring or pre-screening content posted on its social media sites. Notwithstanding the foregoing, IVC reserves the right to monitor its sites and remove, without notice, any content that IVC determines to be harmful, offensive, commercial in nature, or otherwise in violation of law or this Policy. If you become aware of objectionable content posted on a IVC social media -- or objectionable comments concerning IVC that are posted on an unaffiliated site – please notify the Director of Information Technology promptly.

B. Posting to Social Media Sites Not Administered by IVC

IVC is aware that members of the IVC community may wish to express their personal ideas and opinions through private social media that are not administered by IVC.

Nevertheless, IVC reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from IVC or termination of employment, upon students, faculty, or staff who use private social media sites or

communications resources in violation of the Usage Guidelines in this policy or in ways that reflect poorly on IVC or are deemed to interfere with the conduct of IVC business.

In appropriate cases, such conduct may also be reported to law enforcement authorities.

SITE APPROVAL, ADMINISTRATION AND REQUIREMENTS

With appropriate authorization, IVC social media sites may be administered on behalf of (a) IVC as an institution; (b) individual programs or departments; (c) members of the faculty, in connection with a specific course; or (d) student organizations. **Unauthorized use of the IVC name, logo, or trademarks without the express permission of an authorized official of IVC is strictly prohibited.**

A. Authorization of Social Media Sites

Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content.

- **Institutional sites** that represent IVC as a whole must be authorized in advance by the Superintendent/President of IVC.

- **Program and departmental sites** must be authorized in advance by the Division Dean or Department Chair, respectively, and approved by the Vice President of Academic Services.

- **Sites administered by members of the faculty in connection with specific courses** must be authorized by the faculty member and approved by the Division Dean or Department Chair, respectively.

- **Sites sponsored by recognized student organizations in connection with specific activities** must be authorized by the Dean of Student Affairs & Enrollment Services/ASG Advisor.

Note: When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized IVC sites that represent only a segment of the IVC community (for example, a program, department or course) should take care to avoid the appearance of representing the entire institution. **Names, profile images, and posts should all be clearly linked to the particular program, department or course**.

B. Site Administrators

Each authorized IVC social media site must have a designated administrator. In addition, the Director of Information Technology (or delegee) shall be included as an administrator on any IVC social media site.

C. Site Registration

All IVC social media sites shall register each term with the IVC Information Technology Department. In addition, the Information Technology Department shall keep track of registrations and may, in its discretion, review site content (but is not required to do so). If a site does not register (or renew its registration) for a term, or if the Information Technology Department becomes aware of content posted on an IVC site in violation of this policy, the Information Technology Department shall promptly take appropriate action, which may include notifying the site administrator, the official who authorized the creation of the site, and/or other IVC officials, removing the offending content and/or closing the site.

D. Site Requirements: Required Terms of Use, Privacy Policies, and Disclaimers

- **Terms of Use.** Every IVC social media site shall clearly set forth **Terms and Conditions of Use** applicable to the site, which shall incorporate the ***Usage Guidelines for Imperial Valley College Social Media Sites*** substantially as they appear in this policy.

- **Privacy Policy.** For sites on which personally identifiable information is recorded, the Terms and Conditions of Use must also include either (a) a link to or (b) the text of the IVC **Internet Privacy Policy**.

- **Acknowledgement and Agreement.** The Terms and Conditions of Use must also include the following **Acknowledgement and Agreement**:

  "In connection with the use of this Site and as a condition of such use, the user expressly acknowledges and agrees that any use of the site is subject to these Terms and Conditions of Use; that these Terms and Conditions of Use may change without notice and continued use of the site constitutes acceptance of such changes; that IVC neither endorses nor shall be held liable for the content of any postings that are not made by authorized IVC personnel or that are in violation of this policy; and that the user shall indemnify IVC, its affiliates, and their respective officers, directors, trustees, employees, agents and representatives from any and all expenses and liabilities, including but not limited to reasonable attorneys' fees, resulting from any content posted by such user or any violation of these Terms and Conditions of Usage."

- **Disclaimer.** Every IVC social media site shall also include a disclaimer stating the following:

  "Content posted to this site represents the views of the individuals who post it and, unless stated otherwise, neither represent the views of, nor are endorsed by, Imperial Valley College."

Questions?

Violators may be subject to disciplinary action, up to and including dismissal from IVC or termination of employment. Any questions regarding site administration or Usage Guidelines may be addressed to the IVC Information Technology Department.

ANTI-BULLYING POLICY
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Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

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- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the target of jokes;

- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;

- Sabotaging or undermining an individual or group's work performance or educational experience;

- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct; or damage to a person's work area or property; and

- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, websites, or online chat rooms in a threatening, intimidating, or humiliating manner.

Bullying behavior violates Imperial Valley College's Institutional Code of Ethics (AP 3050) and its expectation that employees will be treated with respect and dignity, the Student Standards of Conduct (AP 5500) and its expectation that students will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated, and the College's Commitment to Diversity (AP 7100).

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An individual complaining of bullying may be required to make the complaint in writing. Anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including termination. Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including expulsion.

Distance Education Services for Out-of-State Students

Online courses at Imperial Valley College are available to students who reside in the States of California and Arizona.

Distance Education Complaint Process for Out-of-State Students

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

Students enrolled in online classes at Imperial Valley College who reside out-of-state should follow the Complaint Procedures listed in IVC's Student Conduct and Complaint Policies listed in the [General Catalog](#) to resolve concerns. Online students have the same rights and responsibilities as those students enrolled in on-campus courses.

Complaints are addressed through informal and formal processes. It is suggested that students first try to resolve an issue through the informal report and resolution process listed in the [General Catalog](#) before submitting a formal complaint.

Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). Information regarding their complaint process can be found on the ACCJC website at http://www.accjc.org/.

If after following the college procedure the issue cannot be resolved internally and the out-of-state student seeks additional resolution, Arizona residents can contact the [Arizona State Board for Private Postsecondary Education](https://ppse.az.gov/) through their website at https://ppse.az.gov/ or at 1400 W. Washington Street, Phoenix, AZ 85007, phone: 602-542-5709, fax: 602-542-1253.

Social Media Participation Guidelines – Imperial Community College District

As an institution of higher learning, Imperial Valley College embraces the free and open exchange of ideas. To that end, the District is committed to free speech.

IVC believes in fostering a thriving online community, We support the various channels of social networking – Facebook, Twitter, YouTube, etc. – as valuable tools for engaging students, staff, faculty, alumni, friends and supporters in a constructive two-way dialogue about the District and its mission.

At the same time, the long-term value, vibrancy and success of any social media community depends upon a shared philosophy of how to behave. It's important that members of the IVC community become familiar with regulations on all social media sites IVC uses as well as student conduct policies that may apply. The emphasis for all participants – including site administrators – should always be transparency, honesty, respect and civility.

All content, information and views expressed on social media belong to the individuals posting the content, and do not necessarily reflect the official policies or positions of the Imperial Community College District or its Board of Trustees. The District is not responsible for unanswered posts or inaccurate information posted by others.

Here are guidelines for engaging in IVC social media platforms:
• Be respectful of the rights and opinions of others. Be willing to agree to disagree and move on.
• Stay on topic. IVC social media sites are established as forums for the open and honest discussion of matters and developments related to – and limited to – the District's mission: "… *to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.*"
• Be transparent and honest.
• Add value: Be part of the conversation but don't take it over.
• Avoid hateful speech, personal attacks, "flaming," profanity, vulgarity, pornography, nudity and abusive language.
• Keep personal information (e.g. your phone number and address) out of your posts.
• Think before you write/post: Almost everything you write or post to a social media site – words, pictures, video – is public or can be discovered. If you post anything on any IVC site, you consent that it can be published and waive any expectation of privacy regarding the post. What you choose to add to the conversation today will live on long after the subject matter has come and gone as a topic of conversation.
• We encourage you to post comments and "like" articles, photos and videos you enjoy.

DRAFT UNDER DEVELOPMENT BY THE IVC MARKETING COMMITTEE 05/11/15

On our Facebook and other social media platforms, our goal is to post interesting, entertaining and educational content; we welcome your comments and suggestions. We encourage conversation and dialogue, but we want to ensure a respectful online environment and invigorating conversation for the broader IVC community. IVC page administrators review posts and comments regularly to ensure any issues or concerns are addressed in a timely manner.

We may or may not reply to comments, but if it's provocative, fair and insightful, chances are others will engage in the conversation.

We reserve the right to determine and remove from IVC social media sites any of the following:

•	Comments, links, images or videos that are illegal or encourage illegal activity, or are obscene, defamatory/libelous/slanderous, indecent, lewd, lascivious, sexually harassing or explicit in nature, or pose risks to the health or safety of individuals;
•	Comments that personally attack or threaten any person;
•	For students, anything that would violate District policies regarding student regulations
•	For staff and faculty, anything that would violate District policies regarding staff and faculty regulations
•	Successive off-topic posts by one or more individuals or groups;
•	Repetitive posts copied and pasted or duplicated by one or more individuals or groups;
•	Solicitations or advertisements; and
•	Any materials that infringe upon the intellectual property or other rights of any third party.

If you have a concern about any posted content, or about any content that has been removed by a site administrator, please email socialmedia@imperial.edu