



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
 Tuesday, October 27, 2015
 12:50p.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 [September 22, 2015](#)

M/S (_____/_____) to approve the minutes of the September 22, 2015, regular meetings of the DE Committee, as presented.

3. Action Items

- a. Position Paper: [AP 4101 – Independent Study](#)
- b. Position Paper: [DE Course Development Process](#)
- c. Position Paper: [Adoption of Canvas CMS](#)
- d. Program Review (attached as separate document)

4. Discussion and Information Items

- a. OEI Update
 - i. Canvas Implementation – Next Steps
 - 1. Blackboard Contract Ends **July 21, 2017**
 - 2. Campus Survey
 - 3. Resolution to Academic Senate/College Council/ASG
 - 4. Timeline
 - ii. Tutoring Consortium
 - iii. WorldWideWhiteboard
 - iv. QUEST for Success OL Student Readiness
- b. New OL/Hybrid Course Evaluations - Update
- c. DE 3-Year Strategic Planning Subcommittee - Update
- d. Reverse Mentoring Program
- e. Technology and DE Training – Update
 - i. SDCCD Distance Learning Summit
 - ii. Partnering with IT and ICOE for Technology Trainings
 - iii. @ONE Trainings
- f. SDICCCA DE Data

5. For the Good of the Order

6. Under Development

- a. DE 3-Year Plan
- b. Online Faculty Handbook

7. Next Meeting:

- a. Tuesday, November 17, 2015, @12:50-1:50pm in Room 3102

Date (3 rd Tuesday of Each Month)	Time	Location
Tuesday, August 18, 2015	12:50-1:50pm	Room 3102
Tuesday, September 22, 2015	12:50-1:50pm	Room 3102
Tuesday, October 27, 2015	12:50-1:50pm	Room 3102
Tuesday, November 17, 2015	12:50-1:50pm	Room 3102

8. Adjournment

Committee: DE Committee
Committee Topic: AP 4101 Independent Study

AP 4101 Independent Study

Statement of Current Policy

- AP 4101 currently reads as follows:

Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.

[A copy of AP 4101 is attached hereto.]

DE Committee Involvement and Previous Actions

- The DE Committee was asked to review AP 4101 during Fall 2013. The DE Committee determined that distance education should not be included in AP 4101.
- On October 23, 2013, the DE Committee recommended removal of the section referencing distance education and forwarded their recommendation to the Office of Academic Services for consideration.
- On December 10, 2013, the Curriculum Committee concurred with the DE Committee's Recommendation. No subsequent action was taken to eliminate AP 4101.
- On September 21, 2015, the Office of Academic Services requested that the DE Committee review suggested revisions to AP 4101 and make recommendations to be forwarded to the Curriculum Committee and Academic Senate. A copy of the proposed revisions is attached hereto.

DE Committee Position

- The DE Committee reaffirms that the current AP 4101 referencing distance education should be removed.
- The DE Committee confirms that, according to CCLC, AP 4101 is legally required and cannot be eliminated.
- The DE Committee confirms that, according to CCLC, AP 4101 must include the local practice for independent study, including the following:
 - Procedures for approval of independent study programs
 - Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.
 - Procedures for evaluation of student progress
 - Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that, upon review of the suggested revisions of AP 4101 provided by the Office of Academic Services, that AP 4101 be revised as follows:

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 4101 Independent Study

*Reference:
Title 5, Section 55230 et seq.*

~~Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.~~

Independent Study

Courses offered as independent study are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum.

In courses offered as independent study, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

Independent study courses are not intended to replace existing courses in the discipline. Enrollment shall be through courses numbered 199 and 299.

The maximum credit a student can earn through independent study is 3.0 units.

Procedures for Approval of Independent Study

- Students must have completed at least 12 degree-applicable credit units at Imperial Valley College.
- Students must be in good academic standing and be concurrently enrolled in at least one other class at Imperial Valley College.
- Students must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.
- An independent study contract must be completed by the student and approved by the instructor and signed by the department chairperson, division dean, and the Vice President for Academic Services.
- Independent study contracts must be submitted to the Admissions and Records Office by the last day to add a full-term course.

Academic Standards

The academic standards applicable to courses of independent study shall be the same as those applied to other credit courses at Imperial Valley College.

Procedures for Evaluation of Student Progress

Procedures for evaluation of student progress in independent study courses shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Access to the Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the independent study proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Admissions and Records Office.

CERTIFICATION

We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.

Gaylla A. Finnell, Co-Chair

David Zielinski, Co-Chair



IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4101 Independent Study

Reference:

Title 5, Section 55230 et seq.

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Courses offered as independent study are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study, beyond the regular curriculum.

In courses offered as independent study students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

These courses are not intended to replace existing courses in the discipline.

Enrollment shall be through courses numbered 199 and 299. The maximum credit that can be earned is 3.0 units.

Academic Standards

The academic standards for independent study are the same as those applied to other credit courses or noncredit courses.

Procedures for Evaluation

Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.

Availability of Instructor

Access to the instructor is at least equivalent to that commonly available to students in courses conducted by other instructional methods.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Office of Admissions and Records.

Procedures for Approval of Independent Study

LEGEND:

Yellow = 2013-2014 General Catalog

Turquoise = T5 Requirements

Green = Honors Program

First Approval: 01/22/07

Participatory Governance: Curriculum Committee: __/__/__; Academic Senate __/__/__

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- Students must have completed 12 units of UC transferable courses with a grade of C or higher
- Students must be in good academic and progress standing and have earned an overall GPA of 3.5 or higher in UC transferable courses
- Students must have completed ENGL 101 or UC transfer equivalent with a grade of B or higher, or 3 or higher on the AP test
- Students will sign a contract with the instructor. The Independent Study contract must be completed by the student and approved by the instructor and signed by the instructor teaching the course, the department chairperson, division dean, and the Vice President for Academic Services.
- The student will consult with the instructor on written details of course expectations; number of units and hours of study required and arrangements for consultation with the instructor; method of evaluation; and the college required, if applicable.
- Instructors shall receive no additional compensation for teaching an independent study course

DE Course Development Process

Statement of Current Policy

1. Obtain approval to develop an online or hybrid course from your Department Chair and Division Dean, as well as notify the other FT/PT faculty within your department of your intent to develop the online course. (NOTE: Requests for development of online/hybrid Basic Skills and/or ESL courses must be approved by the Vice President for Academic Services.)
2. Contact the DE Coordinator, Gaylla Finnell, at gaylla.finnell@imperial.edu or ext. 6511 to be placed on the course development schedule. In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
3. Prior to teaching online at IVC, instructors must complete three (3) courses through **@ONE Training** (Introduction to Online Teaching and Learning, Introduction to Teaching with Blackboard, and Creating Accessible Online Courses). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
4. After completion of the first three @ONE courses, faculty are required to complete two (2) additional @ONE courses (Building Online Community with Social Media and Designing Effective Online Assessment). These courses must be completed within two (2) years of completing the first two introductory courses.
5. No later than six (6) weeks prior to the start of priority registration, develop at least 50% of your online course for review and approval through the Distance Education Committee. Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
6. All courses must meet the accessibility requirements of Section 508.

DE Committee Involvement and Previous Actions

- The DE Committee continually reviews its processes and procedures to insure that they are providing the guidance and information needed to effectively serve the IVC community in the development and maintenance of an effective and quality online program.
- Several issues have arisen regarding the current DE Committee online course development process.

DE Committee Position

- The DE Committee online course development process should be revised to better serve the IVC community in the development of online courses.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the Online Course Development Process needs revision to improve the process for the development of online/hybrid courses at IVC.

THEREFORE, the following revisions to the DE Committee's Course Development Process are hereby approved and shall become effective when posted on the DE Committee Webpage.

1. Obtain approval to develop an online or hybrid course from your Department Chair and The Division Dean and/or Department Chair, or designee, shall notify the FT/PT faculty of the need for the development of all online/hybrid courses at a department meeting and via District email. as well as notify the other FT/PT faculty within your department of your intent to develop the online course. (NOTE: Requests for Development of online/hybrid Basic Skills and/or ESL courses must be approved by the Vice President for Academic Services.)
2. The FT/PT faculty in the department shall have five (5) days to express in writing, via District email, their interest in developing the designated online/hybrid course(s).
3. After the expiration of five (5) days, the Division Dean and/or Department Chair shall make a list of the faculty who expressed an interest in developing the online/hybrid course(s) so that the faculty can be notified of any

overlapping interests that may require seniority ranking to determine approval in accordance with CBA course selection procedures.

4. Within ten (10) days, the Division Dean and/or Department Chair, or designee, shall notify the selected faculty member(s) and the DE Coordinator of the decision to develop the designated course(s) for online/hybrid development by the selected faculty member(s). Notification of this final decision shall also be distribution, via District email, to all faculty within the department.
5. The selected faculty member shall contact the DE Coordinator, Gaylla Finnell, at gaylla.finnell@imperial.edu or ext. 6511, to be placed on the course development schedule and to discuss the development process for new online/hybrid course(s). In addition, the DE Coordinator will assist in the processing of an online addendum, if needed, through CurricUNET. All courses taught online must have an online addendum approved through the Curriculum Committee.
6. The Division Dean and/or Department Chair shall work with the selected faculty member(s) to ensure that the course outline has been updated and approved by the Curriculum Committee to reflect the appropriate distance education designation (along with any textbook or other curriculum modifications).
7. Prior to teaching online at IVC, ~~instructors~~ faculty must complete three (3) courses through **@ONE Training** (Introduction to Online Teaching and Learning, Introduction to Teaching with Blackboard, and Creating Accessible Online Courses). Copies of the Certificates of Completion must be forwarded to the DE Coordinator upon completion of the training.
8. After completion of the first three @ONE courses, faculty are required to complete two (2) additional @ONE courses (Building Online Community with Social Media and Designing Effective Online Assessment). These courses must be completed within two (2) years of completing the first two introductory courses.
9. No later than six (6) weeks prior to the start of priority registration, faculty must develop at least 50% of you're one-half of the new online/hybrid course(s) for review and approval through the Distance Education Committee (i.e., the first eight weeks of a 16-week course). Contact the DE Coordinator as soon as you have the course ready for review to schedule your course evaluation. The DE Committee evaluation team will need access to your course, a copy of your Course Map, and a copy of your Course Syllabus.
10. All courses must meet the accessibility requirements of Section 508.

CERTIFICATION

We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.

Gaylla A. Finnell, Co-Chair

David Zielinski, Co-Chair

Canvas Course Management System (CMS)

Statement of Current Policy

- Blackboard is the current CMS for Imperial Valley College
- The contract with Blackboard ends on July 21, 2017.

DE Committee Involvement and Previous Actions

- On September 9, 2015, the DE Committee, together with the Academic Senate, hosted a campus forum with representatives from Canvas and the California Online Education Initiative (OEI) to discuss switching from Blackboard to Canvas as IVC’s course management system. This action was taken to start campus discussions regarding OEI’s recommendation that all California community colleges adopt Canvas as a Common Course Management System (CCMS).
- On October 8, 2015, the DE Committee distributed a campus survey to determine the level of campus support for switching to Canvas as the IVC CMS.
- As of October 25, 2015, 62 survey responses had been received. The responses include 2 students, 55 faculty, and 5 classified staff. The responses to the question, “Should IVC switch from Blackboard to the CANVAS CCMS in support of the Online Education Initiative?” were as follows:
 - Yes – 54.84% (34)
 - No – 24.19% (15)
 - Neutral – 20.97% (13)

DE Committee Position

- The DE Committee supports the California OEI and its collaborative effort among California Community Colleges to increase student success and completion by working together to increase access to quality online courses and support services for students.
- The DE Committee acknowledges that the California OEI is a faculty-led effort in support of student success and is endorsed by the Academic Senate for California Community Colleges.
- The California OEI determined on February 12, 2015, that Canvas was the most advantageous common course management system for the California OEI project.
 - The California OEI will fund the Canvas CCMS at no or very low cost for colleges that elect to participate.
 - The current Blackboard contract costs IVC approximately \$120,000 per year.
 - Switching to Canvas will allow IVC greater access to resources and support through the OEI and other state initiatives in support of student success and completion.
- Switching to Canvas will allow IVC to participate in the OEI Exchange as a home and/or teaching college.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that switching to Canvas is in the best interest of Imperial Valley College and its students – providing greater access to technology and resources in support of student success.

IT IS THEREFORE RECOMMENDED that IVC adopt Canvas as its CMS and commence working with the OEI for full implementation by the end of the current Blackboard contract on July 21, 2017, and that the IVC participatory governance adopt the attached sample resolution in support of the adoption of Canvas as the IVC CMS.

CERTIFICATION

We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.

Gaylla A. Finnell, Co-Chair

David Zielinski, Co-Chair

SAMPLE

**RESOLUTION IN SUPPORT OF THE
ADOPTION OF CANVAS AS THE IVC COURSE MANAGEMENT SYSTEM**

WHEREAS, the California Online Education Initiative (OEI) has adopted Canvas platform as the Common Course Management System (CCMS) for the state-wide online course exchange after careful analysis and comparison to other online platforms; and

WHEREAS, licensing rights to use Canvas for courses included in the OEI course exchange as well as courses not part of the exchange will be incorporated in the OEI contract with Canvas at no or very low cost for colleges that elect to participate; and

WHEREAS, free technical support and some end-user training will be provided by the OEI for participating colleges; and

WHEREAS, the OEI is arranging with Canvas staff to develop robust conversion utilities to convert Blackboard courses for use in Canvas.

NOW, THEREFORE, BE IT RESOLVED that the _____
(Name of Participatory Governance Body)

approves:

1. Participation in the OEI and the Canvas CCMS;
2. The adoption of Canvas as IVC's primary CMS; and
3. The continuation of the current Blackboard CMS through July 21, 2017 (contract end), for a transitional period after Canvas is operational, in order to allow faculty sufficient time to transition from Blackboard to Canvas.

Resolution Approved by _____ on _____, 2015.