



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, October 18, 2016
12:50p.m. – Classroom (2727)

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

- Xochitl Tirado, Distance Education Coordinator, Co-Chair
 - Nicholas Akinkuoye, Administrative Representative, Co-Chair
 - Ric Epps, Faculty Representative
 - Dr. Nannette Kelly, Faculty Representative
 - Terrie Sullivan, Faculty Representative (Excused)
 - Austen Thelen, Faculty Representative
 - Kristen Gomez, Faculty (non-teaching) Representative
 - Glenn Granish, Part-Time Faculty Representative
 - Martha Olea, Classified Representative (Excused)
 - Vacant, DSPS Representative – Norma Nava serving as alternate
 - Omar Ramos, Technology Representative
 - Benjamin Barajas, ASG Student Representative
- Recording Secretary: Melody Chronister

Others Present: OEI Team: Jory Haskill, Bonnie Peters, Jayme Johnson, John Stills, Jessica Hurtado, Jeff Enz

1. Call to Order & Welcome

Coordinator Tirado called the meeting to order at 1:03pm.

2. Consent Agenda

- a. Approval of Minutes for September 20, 2016

M/S (Epps/Thelen) to approve the minutes of the September 20, 2016, regular meetings of the DE Committee, as corrected.

Motion approved unanimously.

One correction: Terrie Sullivan was present but marked absent. Kaylin Minor was also present as a visitor.

3. Action Items

- a. Revision of DE Process

Last meeting there was a discussion about modifying the DE development process, as there was confusion in the @ONE requirements listed. It was suggested to indicate that the former @ONE requirements are sun-setting Summer 2017 using the following language:

"Please check the @ONE schedule prior to enrolling under this former model, as courses must be completed by Summer 2017 and may not be offered (or full). It is strongly recommended to enroll in the new course if starting sequence in Spring 2017."

It was suggested to also add the following about the new LMS:

"effective Spring 2017 all new courses must be developed using the Canvas Learning Management System adopted by Imperial Valley College".

The suggested changes will be brought to the next meeting for a vote.

The conversation was brought up about the development policy for hybrid courses. It was agreed that this is a more complex question that warrants a more in-depth conversation. This includes a definition of web-enhanced versus hybrid.

4. Discussion and Information Items

a. OEI Update

i. OEI Consortium

1. MOU

There is a new MOU that is going to the Academic Senate and Board of Trustees tomorrow night. It states that we are part of OEI, which entitles us to specific services as part of our agreement to participate.

2. Canvas Implementation Timeline

We are going live Fall 2017 with the OEI online course exchange.

3. Future course offerings

Reviewed list of potential courses that have C-ID where faculty are already teaching online. It does not mean they have to, just eligible.

4. Courses in demand

List was provided. These are all C-ID courses.

5. Implementation Team

Occurred today, reviewing timeline and connection to services. Student services representatives were present to understand their role in this process.

6. Course review rubric

Similar to ours, but we have no one responsible for reviewing the accessibility compliance portion of the rubric. This has been an ongoing issue.

7. Ally

It is a great tool that assists with accessibility, but it will not be available until July 2017 at the earliest.

8. Test Proctoring & Proctorio

Tool is already available in Canvas for use.

b. Canvas Training

Access to Canvas training is now available, thanks to the TALCAS grant. The @ONE Intro to Canvas training is also now free, just get an access code from Coordinator Tirado. An announcement to the campus will be forthcoming. The plan is still to have a handful of faculty members go through these trainings so that they can also offer face-to-face sessions on campus. It was expressed that this needs to happen soon. A question was asked about the student training and integration piece. This is discussed under Student Equity.

c. Student Equity Proposal

Coordinator Tirado submitted a proposal requesting to use Student Equity funds for funds for online faculty staff development. The focus will be best practices in an online course. She also submitted a request for student training in Canvas, but Josue Verduzco from Learning Services also indicated he would be submitting a similar – so she may let him take the lead or partner with him on with this project. It was also suggested to ask for funds for the online student readiness modules, as presently this is only available to OEI faculty.

d. IEPI

Tabled

5. Under Development

a. DE 3-Year Plan

b. Online Faculty Handbook

6. For the Good of the Order

None

7. Next Meeting:

a. Tuesday, November 15, 2016, @12:50-1:50pm in Room 2727

8. Adjournment

Meeting was adjourned at 1:53pm.