



IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE ADOPTED MINUTES
Tuesday, November 15, 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
 - Vacant, DSPS Representative
 - Omar Ramos, Technology Representative
 - Benjamin Barajas, ASG Student Representative - Luis Caloca serving as alternate
- Recording Secretary: Melody Chronister

Others Present: Allyn Leon, Mary Jo Wainwright

1. Call to Order & Welcome

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

2. Consent Agenda

- a. May 25, 2016; May 31, 2016; October 18, 2016, Distance Education Committee Minutes
Minutes accepted as presented.

3. Action Items

None

4. Discussion and Information Items

- a. Revision of DE Process

Coordinator Tirado indicated that she wanted to discuss the process document in its entirety as a group, due to continued concerns expressed at prior DE Committee meetings.

Overall Process: Do faculty need to go through this entire process (steps 1-13) for every course? The committee confirmed yes, they should. This is to confirm the discipline faculty are continued to be kept informed of online courses in development. It was agreed the process as written reflects the intent, so no modification is needed.

Concern was expressed about the scheduling process. It was agreed courses should not be open for enrollment until evaluated, which is the present practice. It was suggested to take that a step further and not have the course scheduled until evaluated, but this brought up concerns with room availability and load issues. Ultimately the committee agreed this issue falls outside of the scope of the committee, as it has to do with course scheduling practices.

Process Step 4: The question was raised about the application of seniority in online course selection. Does a faculty member that develops an online course have a “monopoly” on this course once approved, or can they be bumped by more senior faculty? It was confirmed that they can be bumped by someone with more seniority; however, the online course development process must still be followed in its entirety, which indicates that faculty member must first bring up their intent to develop a course online at a department meeting, to allow for conversation. The Right of First Refusal language may also influence the ability to bump.

Process Step 7: Confirmed the 5 individual @ONE courses required will sunset in Summer 2017, as @ONE will no longer be offering them at that time. One edit was suggested to this step as it presently reads: adjust the @ONE course that reads “Introduction to Teaching with Canvas” to “Introduction to Teaching with Blackboard/Canvas”, since some faculty had taken the course when the Blackboard LMS was being taught. The committee agreed with this modification.

Conversation ensued about those faculty members that had started the @ONE 5-course sequence and have not yet finished. Would they have to take the new 12-week course? Coordinator Tirado indicated there are very few faculty that could fall into this category, according to her records. She will continue to encourage them to complete the remaining courses prior to Summer 2017.

Process Step 12: Wording added that requires the use of Canvas effective Spring 2017 when submitting courses for evaluation. Committee agreed with this modification.

Other Issues influencing the process: Coordinator Tirado brought up the contract language on the Right of First Refusal – questioning if this is to be interpreted to mean that faculty that develop online courses are able to exercise this right, even if it is not a completely new course. Many weighed in on this issue. CTA President Wainwright also weighed in, indicating that she has had ongoing discussions with the District on this topic. She indicated that the intent of the language is yes, it does apply. Faculty that invest the time to develop a new online course that has not been taught online before are eligible to exercise this right, in accordance with the contract.

b. IEPI

i. DE 3-Year Plan

One of the IEPI goals was to develop a DE 3-Year Plan. There is funding available through the IEPI grant. Coordinator Tirado’s plan is to put a team together in the Spring. The deadline to complete this plan per the grant is the end of July 2017.

ii. In-House Training

Another IEPI goal is to have in-house training to develop and teach online courses. Right now we require the 12-week @ONE course. This goal was to offer it at IVC, so faculty do not have to go through @ONE, but there are challenges with this proposal. It was suggested to create courses that faculty can take that would be credit or non-credit, so apportionment can be claimed. Another suggestion was made to hire an Instructional Media Designer that could provide hands-on training for faculty.

iii. Online Course Evaluation Team

Coordinator Tirado pointed out that all getting more online courses is great, but it will lead to more courses needing to be evaluated. IEPI funds are available to provide training for course evaluators; however, presently funding is not available to compensate evaluators to evaluate courses. It was pointed out that it takes approx. 12 hours to truly evaluate each individual course, and the committee agreed these faculty members doing the evaluations should get compensated. It was suggested to incorporate this in the DE program review as a funding enhancement request.

- c. **Canvas Training Update**
The @One courses are still available. Coordinator Tirado also indicated she will be in the lab during the Winter 2017 Intersession for 2 hours a day, 4-days a week to help with anything related to Canvas. She is still working on a plan for training in spring. She is still working with Josue from Learning Services on student Canvas training.

5. For Good of the Order

None

6. Under Development

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

7. Next Meeting:

- a. Tuesday, February 21, 2017 @12:50-1:50pm in Room 2727

8. Adjournment

Meeting was adjourned at 1:53