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)
☐ Veronica Soto, Faculty (non-teaching) Representative
☑ Deirdre Rowley, Faculty Representative
☑ Xochitl Tirado, Faculty Representative
☑ Dr. Nannette Kelly, Faculty Representative
☑ Martha Olea, Classified Representative
☑ Paige Lovitt, DSPS Representative
☑ Omar Ramos, Technology Representative
☐ Lidia Zambrano, Student Representative
☑ Melody Chronister, Recording Secretary

Others Present: CTA President Mary Jo Wainwright, CTA Vice-President Sidne Horton, Vice President of Academic Services Dr. Nicholas Akinkuoye

1. **Call to Order & Welcome**
   Coordinator Finnell called the meeting to order at 1:35pm on Wednesday, November 12, 2014.
   a. Roll Call
   b. Membership Changes

2. **Consent Agenda**
   a. Approval of Minutes for October 8, 2014

   M/S/C Lovitt /Tirado to approve the minutes of the October 8, 2014, regular meetings of the DE Committee, as presented.
   Motion Carried Unanimously.

3. **Action Items**
   a. Course Map Template
   At the last meeting it was discussed and decided that for a sample template it was best to give three options, to allow for flexibility. This position paper was updated to include this option, as well as a narrative. Reviewed samples.
   M/S/C Rowley/Kelly to approve the Course Map Template, as presented.
   Motion Carried Unanimously.

4. **Discussion and Information Items**
   a. Blackboard Report – Omar Ramos
   So far Blackboard has been relatively stable this semester, not a lot of calls from faculty reporting issues. Member Rowley shared that there does appear to be an issue with the upload assignment feature. Omar was unaware of this problem, he will look into it to see if he can find the cause. Discussion ensued on the use of the assignment feature in Blackboard. Member Olea shared that she has helped students use this feature, there

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have been some issues. Member Olea also shared that she continues to experience challenges with students attempting to print documents in Blackboard. She again reminded everyone that PDF format is the easiest way for a student to view/print documents, and should be used when possible. Member Ramos shared that HTML should also work.

Guest CTA President Wainwright shared that this is her first semester using Blackboard, and she personally has not had any problems. She did suggest having a face-to-face orientation to help alleviate Blackboard challenges with students (showing them the tips and tricks of Blackboard navigation). Guest CTA Vice President Horton agreed that this would be a great class, specifically as a professional development activity for faculty. Suggestion was made to offer this activity at the January professional development day, but Dr. Akinkuoye indicated that the schedule for that day is full. He suggested offering it at the fall orientation, or as a campus hour activity. Coordinator Finnell shared that she would look into this suggestion and follow up at a later date.

Member Ramos also shared that the Winter 15 and Spring 15 course shells are now available to faculty to edit. Coordinator Finnell expressed concern about when these course shells are made available to the students. Member Ramos shared that presently they are made available two days before the start of the semester. CTA President Wainwright suggested the faculty control have the ability to control their Blackboard course availability individually. Member Ramos shared that if the availability is updated individually by faculty, this is automatically overridden by the system 4 hours later when it re-syncs with Banner, making the course available to students again. This means a faculty would have to update the settings every 4 hours, which is not ideal. He said he could turn off the sync, but this may cause issues with registration (as this sync enables students to view the course after they have registered for it). Member Rowley suggested that all online courses should be made available on the first day of the semester, instead of two days prior, since this is when the semester officially starts. Coordinator Finnell queried the committee to see if they were all in agreement with the suggestion, everyone agreed. Member Ramos will go ahead and make this adjustment starting the Winter 2015 intersession.

Member Rowley asked if a chat feature is available to use in Blackboard. Member Ramos said he will research and see if there are any options available.

b. ADA Compliance Report – Paige
    No issues, we are on track.

c. DE Course Evaluation Team Report
    The courses below have been approved to be offered starting in the Spring 15 semester, pending placement on the schedule and seniority position during the faculty selection process.

New Online Courses Approved During Fall 2014				
Course #	Course Title	Instructor	Degree	Online Addendum
ENGL 110	Composition & Reading	Kevin Howell	Transfer Degree	OK
ENGL 110	Composition & Reading	Robert Baukholt	Transfer Degree	OK
FIRE 103	Building Construction for Fire Protection	Alfredo Estrada	Associate Degree	OK

Coordinator Finnell shared that there are a number of courses on the development list for future terms. She suggested that the evaluation team divide into two groups and each review half of the courses submitted to accommodate the large load. Those on the evaluation team agreed to this suggestion.
Guest CTA President Wainwright shared that CTA is requesting to have this evaluation team assignment satisfy a full-time faculty member's committee assignment as stipulated in the CTA contract due to the time commitment required. There was no objection expressed by the committee members.

Coordinator Finnell shared that there were a few courses that were added to the schedule by the departments that did not meet all the established requirements to be eligible to be taught online. These courses were pulled from the schedule and the department chair and/or coordinator were notified.

d. DE Coordinator Report – Gaylla

    i. Position Paper – DE Faculty Selection Policy
The Academic Senate has not discuss this recommendation yet. This position paper was developed and approved by the DE Committee at a previous meeting to address some existing issues with online course development.

    ii. Position Paper – Online Course Development Policy
The Academic Senate has also not had an opportunity to address this recommendation. Guest CTA President Wainwright shared that this is a contract language adjustment, which would need to be negotiated. The committee understands that this is only a recommendation. Coordinator Finnell and CTA President Wainwright will continue to work together on this topic once/if Academic Senate agrees with the committee's recommendations.

    iii. Position Paper – Online Addenda Contact Types
The Curriculum Committee approved this position paper as presented. They agreed this is important as it addresses ACCJC's requirement of ensuring online courses have regular and effective contact. Coordinator Finnell shared that this will require updates to existing online course addenda. She will be contacting the department chairs and coordinators individually to make the needed adjustments.

    iv. Committee Membership (PT Faculty Representative)
At a previous meeting this committee made the recommendation to add a part-time faculty representative to its committee membership. The Academic Senate indicated that they would have to update their existing bylaws in order for this to be possible, which they are presently in the process of doing. No further action can be taken until this modification is complete.

Member Rowley expressed concern about a part-time faculty being bumped from teaching online, and being unable to make it on the schedule (which was agreed would be a requirement of the part-time DE faculty representative, that they actively be teaching online for IVC). Coordinator Finnell shared that she is not concerned about this issue, as chairs should be up front with the faculty members interested in teaching online prior to their course development and committee participation. Also, it was acknowledged that full-time faculty members face similar course selection challenges due to seniority rights during the faculty selection process.

    v. State Authorization Policy
IVC has received authorization from the state of Arizona to offer online courses to Arizona residents. Coordinator Finnell still needs to submit requests to the remaining states that do not charge a fee to apply/request state authorization.

    vi. SDCCD Online Instructor Training (http://www.sdccdonline.net/faculty/training/)
San Diego's complete training program is 20 hours. They indicated they would make it available to IVC faculty for free, so it is an option IVC may want to consider. However, according to the DE Coordinator from San Diego Community College, @ONE is in the process of developing a free program as well.

    vii. OEI Update
IVC is one of two colleges in our region that is part of the OEI pilot. Mira Costa is the other college, but they are not utilizing the tutoring features that we (IVC) are taking advantage of. Guest CTA President Wainwright asked if IVC will still only be teaching our students during this pilot, Coordinator Finnell confirmed this is the case - only IVC students will have access to register for this course (will have to complete the IVC application for enrollment and register using WebSTAR). However, the pilot launch date has been delayed for a semester due to a number of questions and concerns that have come up with this new and complex program. Coordinator Finnell noted that our Chancellor's Office contact for this pilot has been very helpful.

e. SDICCCA DE Committee Report
The regional meeting was held this past Friday, Coordinator Finnell was in attendance. Until now IVC was not on the list of online course data provided to the region members. Coordinator Finnell shared that she has ensured that IVC is now on the list, and data has been provided so that it can be shared with our region members. Coordinator Finnell then reviewed the data provided by the region.

f. New Policy Proposals
i. Social Networking Policy
Academic Senate President Heumann has requested that the DE Committee consider developing both a social networking and an anti-bullying policy, as this committee address issues surrounding technology in the classroom. Below is an example provided from another institution (Baker College). A position paper will be drafted and provided at a future DE meeting.

> **Social Networking Policy:** Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the college.

ii. Anti-Bullying/Harassment Policy
Member Howell pointed out that there was not a consequence listed for the below policy as noted in the social network policy above. He requested this be added to the position paper. Coordinator Finnell indicated that she would add as requested.

> **Anti-Bullying/Harassment Policy**
> It is the policy of *Imperial Valley College* to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.
> ***Cyberbullying:** Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

5. Pending Items
a. DE Newsletter
Still in progress

b. DE Plan and Online Faculty Handbook
Still in progress

6. Next Meeting: Wednesday, December 10, 2014, @ 1:30pm in Room 3102
Although December 10th falls on finals week, Coordinator Finnell would really like to meet since this is the last meeting of the semester and the committee does not meeting again until March. The committee agreed that they should meet on the above date as scheduled.

7. Adjournment
Coordinator Finnell adjourned the meeting at 2:40pm

DE Minutes 11-12-14 *Adopted 12-10-14*