



**IMPERIAL VALLEY COLLEGE
DISTANCE EDUCATION ADOPTED COMMITTEE MINUTES**

Wednesday, March 12, 2014

1:30 p.m. – Economic & Workforce Dev. Conference Room (1704)

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

- ☒ Brian McNeece, Administrative Representative, Co-Chair
- ☒ Gaylla Finnell, Distance Education Coordinator, Co-Chair
- ☒ Kevin Howell, Faculty Representative - *Excused*
- ☐ Ralph Marquez, Faculty (non-teaching) Representative
- ☒ Deirdre Rowley, Faculty Representative
- ☐ Xochitl Tirado, Faculty Representative - *Excused*
- ☐ Mary Jo Wainwright, Faculty Representative - *Excused*
- ☒ Martha Olea, Classified Representative
- ☒ Paige Lovitt, DSPS Representative
- ☒ Omar Ramos, Technology Representative
- ☒ Melody Chronister, Recording Secretary

Others Present: Sidne Horton

1. Call to Order

Coordinator Finnell called the meeting to order at 1:35 pm on Wednesday, March 13, 2014.

- a. Roll Call
- b. Membership Changes (none)

2. Consent Agenda

- a. Approval of Minutes for February 12, 2014
*M/S/C Rowley/Lovitt to approve the minutes dated February 12, 2014 as presented.
Motion Carried Unanimously.*

3. Action Items

- a. Recommendation to Academic Senate regarding Student Representative Membership
M/S/C McNeece/Lovitt It is hereby recommended that the Academic Senate add a Student Representative to the voting membership of the Distance Education Committee. The Student Representative must have successfully completed at least one online course at IVC prior to committee membership. Motion Carried Unanimously.

Coordinator Finnell typed a formal recommendation to go to the Academic Senate to request the appointment of a student representative to the Distance Education Committee.

- b. DE Course Evaluation Policy
M/S/C Lovitt/Rowley to approve the DE policy that evaluation of new online courses be limited to 14 courses per semester, with selection based upon academic need and course affiliation with 1) Associate Degree Transfer, 2) Associate Degree, 3) Certificate, and 4) other. If courses are not selected for evaluation during a requested semester, they will be scheduled, with priority, for course evaluation during the following semester. If a course fails evaluation, the faculty member will have one additional semester to correct deficiencies without losing priority for course evaluation. Motion Carried Unanimously.

Coordinator Finnell explained that this policy was developed to reduce the confusion expressed in last DE meeting. Time constraints limited the number of courses the evaluation team would be able to review, so it was determined to prioritize the course evaluations as follows:

1. Courses affiliated with an Associate Degree Transfer (ADT);
2. Courses affiliated with an Associate Degree;
3. Courses affiliated with a Certificate; and
4. Courses not affiliated with a degree or certificate.

As a result of the above mentioned time constraint, seven courses were bumped to Spring 2015; using the prioritization list to determine which seven would not be reviewed in time for Fall 2014. The committee expressed concern about those that were bumped. It was recommended that the courses denied in Fall 2014 should be reviewed first for Spring 2015, versus being reprioritized (as this could cause them to get bumped repeatedly). Member Lovitt asked about the number of those who have completed the required @ONE courses. Coordinator Finnell indicated that there are seventeen faculty members that have completed and eighteen faculty members that are in progress. There will be a need to prioritize (and bump) again for Spring 2015; as there is twenty-three courses that need to be reviewed, and there will not be enough time to do so prior to the start of registration in November. Of the fourteen courses to be reviewed for Fall 2014, three are ready to be evaluated. A question was asked if the present due date of six weeks prior to start of registration for the term in question allows for enough time for the evaluation committee to review the course. Subsequently, the suggestion was to increase the deadline from six weeks to two months to allow the committee more time to review. This would mean that the fourteen courses to be reviewed for Fall 2014 would need to have their requirements completed by May 1st versus June 2nd. Coordinator Finnell shared that she will encourage the faculty to complete them as quickly as possible for ample time to review. Guest Horton asked when the faculty will be notified if their course has been approved. Coordinator Finnell responded no later than one week before priority registration begins (which would be June 30th for Fall 2014 courses).

Member Howell asked what the policy is when someone's course is denied upon review. Does the faculty member get time to fix the issues, or are they immediately bumped to the next term? Co-Chair McNeece recommends a mentoring process if a course is denied. Coordinator Finnell indicated that she is filling this role as DE Coordinator, and is presently meeting with a faculty member that had been denied before to ensure he is making progress with his course development. Member Rowley suggested that there is a multi-tiered process for those courses that are denied. Coordinator Finnell suggested that if the course is denied it should be moved to the following semester for another review following corrections. If the course is denied again, it would then be taken off the schedule and review priority list until the faculty member goes through a mentoring process. Guest Horton commented that it is really good that this policy is being developed so that there is a clear picture moving forward.

Member Rowley expressed concerned about the number of courses to be evaluated, as even fourteen courses seems like a lot; and additional compensation is not being given to complete these evaluations. Guest Horton asked how long it takes to evaluate an online course. Member Rowley responded that with the checklist of items being reviewed it is a lengthy process and that last year when she reviewed four courses it took her 65 hours of her own time. Co-Chair McNeece indicated that he had spoken with someone that was bumped to the Spring 2015 semester, and that person was not happy that they were bumped. Guest Horton suggested that if we value DE we should see how to increase the number of courses being evaluated from fourteen. The number of courses to be reviewed is high right now due to the policy change, but should taper off. Coordinator Finnell asked Co-Chair McNeece to ask the administration if there is a way

to take on the cost of reviewing the additional courses. It was determined that since this is a negotiable item, the existing policy prioritization of fourteen is appropriate until/unless the other need is addressed.

- c. DE Webpage Policy Statements Regarding Course Development and @ONE Training
M/S/C McNeece/Lovitt to approve the policy statements regarding course development and @ONE training requirements to go on the IVC Distance Education webpage as presented. Motion Carried Unanimously.

Coordinator Finnell provided a list of the proposed edits (agenda attachment). Changes included: adding the course road map, course syllabus, and 50% of the course developed to the list of requirements.

- d. DE Course Development Checklist
M/S/C Lovitt/Olea to approve the Distance Education Development Checklist. Motion Carried Unanimously.

Coordinator Finnell provided a copy of the proposed checklist (agenda attachment). The change to this document was to add the due date of no later than six (6) weeks prior to the start of priority registration to have all required materials ready and submitted to the DE Coordinator, so that she may inform the DE Committee members tasked with the evaluation.

- e. DE Course Evaluation Form
M/S/C Ramos/McNeece to approve the Distance Education Evaluation Form. Motion Carried Unanimously.

Coordinator Finnell revealed that there was no change to substance, only formatting. Part IX was added to provide overall recommendation with four options:

1. Approve course as submitted;
2. Approve course subject to meeting with course developer to discuss deficiencies and timeline to correct deficiencies. (Minor Deficiencies);
3. Reject course. Meet with course developer to discuss deficiencies and timeline for course revisions and placement on schedule. (Major Deficiencies);
4. Other.

Form revision date will be added to footer.

4. Discussion and Information Items

- a. "Regular Effective Contact" – Title V §55204(a).

Title V §55204 Instructor Contact

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:
(a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, email, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq. (b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

Coordinator Finnell shared that "regular effective contact" is an ongoing discussion at the Chancellor's Office and its Distance Education Subcommittee meetings. AP4105 is the College's Distance Education policy which indicates online courses will include regular effective contact with students, but does not explain further.

b. ADA Compliance Issues

The current courses being taught online were not evaluated for ADA compliance; so presently we are not in compliance. Coordinator Finnell was concerned if we even had a system in place to make a course more ADA compliant. Co-Chair McNeece indicated that he was informed that this topic is being brought up frequently at the Chief Instruction Officers meeting VP Berry is attending this week in San Francisco. Member Ramos stated that there is a company called Three Play Media that does transcription and closed captioning of videos. These types of services are typically paid for out of the applicable department budget or grant funding if available. Coordinator Finnell suggested that this would be a good training topic for faculty. Guest Horton indicated that the @ONE accessibility course covers this topic. It was suggested that we get @ONE to come to campus to provide a training session since we are presently not in compliance. The committee agreed that this training session would be very beneficial and should be requested. Guest Horton shared that there are grant monies available to pursue that focus on increasing accessibility to courses. Member Howell said he thought there was also a free option in California that colleges could seek for assistance on this topic. Guest Horton confirmed that this is the grant money that she was referring to. Coordinator Finnell showed a website that had some good accessibility tips to follow. Howell requested that this be placed on the IVC DE website so that faculty can access it.

c. Substantive Change Letters for ADT's

Originally the ACCJC [accrediting body] indicated that distance education courses required a substantive change proposal to be able to offer the courses in question online. They have now changed their position and only require a substantive change proposal if the creation of the online course addendum causes a transfer degree to go over 50% available online.

d. Blackboard Course Menu

Coordinator Finnell is working with the faculty on how to use Blackboard (offering Blackboard trainings). She questioned why the information literacy menu link is blank when you click on it. Member Ramos pointed out that the browser is reflecting that there is secure content being blocked, which indicates that this may be a browser issue. Coordinator Finnell stated that not only is the broken link a concern, but the title of the link itself; as she felt it can be confusing to students. She asked the committee if they knew what Information Literacy meant, is it Library Services? She recommended the committee think about the menu items, including what should be required as the basic shell/template, as she feels right now there are too many. Guest Horton agreed that there are too many default options. Member Rowley suggested: 1) Course Home, 2) Announcements, 3) Syllabus, and 4) Email. It was brought up that the syllabus link was not very helpful either as it redirects students to the entire syllabi site versus just the syllabus for the course in question. It was suggested to instead make it a content menu option where the faculty can attach the course syllabus themselves. Multiple members shared that the Additional Tools link has also proved problematic as it has been discovered that it can create a "back door" to administrative/instructor views that should not be accessible by students. Member Ramos shared that some of the Cengage [textbook publisher] options are housed in the Additional Tools options, so it would need to be confirmed that this menu item can be completely remove before doing so. Coordinator Finnell will bring a revised basic/default menu list to the next meeting for review.

e. DE Plan and Online Faculty Handbook

Coordinator Finnell shared that she is working on the DE handbook and will bring it to the DE Committee for review once completed.

- f. Program Review
Coordinator Finnell shared that when completing the program review for Distance Education she looked over multiple charts of DE data, and wanted to point out the gap between the face-to-face and online courses. IVC's success and retention gaps are much larger than the stated CCC average (Success: 18.2 IVC versus 9 state average for 11-12; and Retention 8.7 IVC versus 6.2 state average for 11-12).
- g. Faculty Right of First Refusal - **Tabled Discussion**
- h. Online Education Initiative
Coordinator Finnell shared that those faculty members that complete the certification with @ONE can get into a pool of faculty to teach courses online for the California Community College online college system. The certification presently requires one more additional course besides the five courses IVC is requiring to teach online. Coordinator Finnell said she is encouraging faculty to complete the additional @ONE course to receive this certification.
- i. Third Party Software - **Tabled Discussion**
- j. Online Course Development and Training
Discussed under action item 3.b.
- k. Online Teaching Conference 2014: San Diego, June 20-21, 2014
Coordinator Finnell shared that the 2014 Online Teaching Conference is coming up in case anyone is interested in attending. Committee Member Tirado and online faculty member Audrey Morris are planning on attending.
- l. SDICCCA/Chancellor's Office DE Coordinator Committees
Coordinator Finnell just briefly shared that she is attending these meetings and bringing back the information disseminated at these meetings as items of discussion as needed.

4. **Other**

- a. Member Howell wanted to revisit the mandatory orientation discussion that occurred at the last DE meeting. He expressed concerned about those students that do not live in the area. Suggested that instead of having a mandatory orientation, have a quiz the first week of class that needs to be passed regarding online learning/course navigation before being allowed to move forward with the course material. The other committee members understood and also shared their concerns. Member Rowley would like that this topic be brought up at the next DE meeting again. She believes that requiring students to take an orientation course before being allowed to take online courses is ideal like the CIS050 Online Learning course. Coordinator Finnell will work with IT to get data on those students that took CIS050 versus those that didn't, to see if it impacted and how they performed in their online course.
- b. Member Lovitt indicated that DSPS students are expressing concerns about the increased use of Blackboard in their face-to-face classes (and its challenges); it is a learning curve. Co-Chair McNeece indicated that there are tutorial videos on the Blackboard Help Site students can watch to help them learn the ropes. It was suggested to add links to these videos on the Blackboard login site.

5. **Next Meeting**

- a. The next Distance Education Committee meeting will be April 9, 2014 at 1:30pm in 1704.

6. **Adjournment**

- a. Coordinator Finnell adjourned the meeting at 3:04pm

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Distance Education Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.