

Imperial Valley College
Distance Education Committee Meeting
Official Minutes
May 4, 2009

Present:	Frank Rapp (Co-Chair)	Michael Heumann (Co-Chair)
	Deirdre Rowley	Allyn Leon
	Gloria Carmona	Mary Jo Wainwright
	Gaylla Finnell	Andres Martinez
	Martha Olea	Jeff Cantwell
	Omar Ramos	Dr. Gould

Not Present:	Taylor Ruhl	Paige Lovitt
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The meeting was called to order at 3:330 p.m., by Michael Heumann (Co-Chair).

I. **Consent Agenda:** M/S/C (Leon/Cantwell) to approve the minutes.

II. **Reports/Updates:**

1. **Other** – Some discussion on request made by Kathy Berry for a contingency plan using Etudes. The final decision was that Etudes is not a good option for an emergency situation such as campus closure due to Swine Flu. Using Etudes to keep instruction going in case of campus closure is only good for instructors currently using Etudes. Michael discussed the Certified Trainers Program offered through Etudes. Having certified trainers on campus we would be able to offer training in Etudes based on the needs of the campus. Michael mentioned Etudes is still a requirement if a faculty member wants to create an online course. Allyn mentioned he has completed steps 1 & 2 for certification. Deirdre also mentioned she had taken a couple of courses as well. Michael will send out the link to the group to see if anyone else might be interested in the certification program in Etudes.

Michael will send out a link to the Etudes website that discusses the certification process.

2. **Other** – Dr. Gould addressed the group. He summarized the report/analysis submitted by Campus Works. Overall the ACCESO/DE program received a positive rating. He also thanked the group for the opportunity to serve on the Etudes Board of Directors.
3. **Tech Camp Update** – Michael updated the group on the survey results.
4. **Etudes User Summit Report** – Overall summit was very informative. Deirdre mentioned that our program has much more support than other college DE programs. Most programs have 1-3 people who run the DE program. It was also mentioned at the summit that IVC is the model for building and sustaining a DE program. Michael mentioned he did bring up

issues he would like addressed in Etudes such as the grade book. He also mentioned adding tools for Math courses.

5. **End of the Year Retreat** – Changed date to Friday, May 15.

III. Action Items – None

IV. Discussion/Information Items:

1. Evaluation of DE Courses – some discussion. Some concern was voiced regarding the evaluation of DE courses and how it differs from the evaluation process for face-to-face classes.

V. Meeting adjourned at 4:30 p.m.