Imperial Valley College Distance Education Committee Meeting Official Minutes April 6, 2009

Present: Omar Ramos Mary Jo Wainwright

Michael Heumann (Chair) Gloria Carmona

Martha Olea Allyn Leon

Deirdre Rowley Andres Martinez Frank Rapp Gaylla Finnell

Absent:Dr. YingJeff Cantwell

Dr. Ruhl Paige Lovitt

The meeting was called to order at 3:30p.m., by Michael Heumann.

I. Consent Agenda: M/S/C (Rapp/Carmona) to approve the minutes.

II. Reports/Updates:

- Survey Results discussion: Michael sent out DE Retention survey results to the committee. This survey was sent to all students who had dropped an online class this past Fall semester.
- 2. **Tech Camp 2009 Update:** Michael sent out a sample survey to the committee and since then has changed some of the language.
- 3. **Etudes Shell Request Program:** Omar created a website that will assist staff in requesting course shells for Etudes. He reviewed the website with the committee.
- **III.** Action Items: None on the agenda.

IV. Discussion/Information Items:

- 1. **Definition of Online, Hybrid and Web Enhanced Courses**: Some discussion on current definitions. Michael will send out sample definitions to the committee to review. This will be an action item at our next meeting.
- 2. **Evaluation of DE Courses:** Michael will adapt the current policy and bring it the committee for our next meeting.
- 3. **Stipend for Developing DE Courses**: Allyn brought up that AWC compensates instructors .25 extra per unit for teaching an online class. The group will continue discussion on this topic.
- 4. **Course Load for DE Instructors**: Michael brought up the current policy in the CTA handbook. It is very vague. The group will discuss this topic again at our next meeting.

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