Imperial Valley College Distance Education Committee Meeting Unofficial Minutes March 16, 2009

Present: Gaylla Finnell Martha Olea

Mary Jo Wainwright Gloria Carmona
Michael Heumann Allyn Leon
Jeff Cantwell Page Lovitt
Omar Ramos Deirdre Rowley

Dr. Ruhl

Guest: Dr. Ying

Absent: Frank Rapp Andres Martinez

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

I. **Consent Agenda**: Michael referred the group to the minutes for the March 2nd meeting. M/S/C (Wainwright/Leon) to approve the minutes.

II. Reports/Updates

- (1) Gloria Carmona reported on the HSI Title V Best Practices conference she and Dawn Chun attended in early March. She reported to the group that she and Dawn presented a workshop session at the conference. She mentioned that David Trujillo asked them to present on Etudes and Tech Camp. She said the session was well received by conference participants. This conference was only open to Title V grantees.
- (2) Michael updated the group on ideas for Tech Camp. Camp will be shorter, 2 days rather than 3. He would like to survey the campus community for additional topics as well as stir interest to attend. He already has a list but would like input from faculty. He is still not sure about compensation for camp participants. Everyone is invited to attend Tech Camp, old and new participants. He would also like to keep a session for faculty interested in creating online courses. He wants this tech camp to serve as a template for future tech camps.

III. Action Item

Michael displayed the policy on using Etudes (Use of Etudes for Distance Education). M/S/C (Leon/Wainwright). Gaylla voiced her concern over not having the DE Coordinator included in this statement. Michael reminded the group that Frank Rapp oversees the DE program. Gaylla requested a modification of the statement to include the DE Coordinator at the end. Michael clarified that policies on shared governance go to CTA and District

to negotiate. Academic matters go to the Academic Senate. Michael will take this policy to the Academic Senate.

IV. Discussion/Information Items

- 1) Definitions of Online, Hybrid & Web Enhanced classes were passed out to the group. There was much discussion on what other colleges use. Michael showed a chart reflecting how other colleges define online, hybrid and web enhanced classes. Gloria mentioned she wanted to change the blurb that Matthew currently inputs for the online classes. Each semester Gloria has to sit down with Matthew to make several corrections to the online section. She wants to make it easier on Matthew, but also provide students enough information. She is proposing a blurb that would refer students to the DE webpage for information. Mary Jo had some concerns regarding this decision, as many times the IVC website is down or the DE page information is not complete. Michael mentioned that he would be scheduling a meeting time to discuss this issue with Frank Rapp. He extended an invitation to anyone who might want to attend.
- 2) Current Online Classes. Michael showed the group the list of currently offered online classes. Gloria gave a little explanation of the chart. We currently have 46 online classes that have been developed. Next meeting will be on April 6th.
- V. Meeting adjourned at 4:30 p.m.