

**Imperial Valley College
Distance Education Committee Meeting
Official Minutes
March 18, 2010**

Present:	Michael Heumann	Allyn Leon
	Taylor Ruhl	Andres Martinez
	Jeff Cantwell	Val Rodgers
	Gaylla Finnell	Mary Jo Wainwright
	Martha Olea	Deirdre Rowley
	Ralph Marquez	

Not Present: Martha Garcia, Omar Ramos, Paige Lovitt

Visitors: Sidne Horton, Wayne Wright, Dawn Chun

The meeting was called to order at 9:03 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Martinez/Marquez) to approve the minutes for February 25, 2010 and March 4, 2010.

II. Reports/Updates:

1. **Multimedia room update**-Andres Martinez will schedule a meeting to evaluate if the media equipment that IVC owns needs to be upgraded or if new equipment needs to be purchased. Moreover, Andres is inquiring about purchasing new equipment for the multimedia room that will be located in room 2751. Gordon Bailey will be invited to the meeting to provide technical advice.
2. **Etudes 101**-Andres Martinez informed the DE Committee that seven people are registered for the upcoming ETUDES 101 training that will commence on Friday, March 19, 2010. Additionally, he mentioned that four additional faculty members were interested; however, they were unable to register due to a time conflict. Michael Heumann recommended that deans complete Etudes 101 in order to gain an understanding of the program, since they will be evaluating online instructors. Taylor Ruhl suggested that deans complete Etudes 101 training and Banner training. Taylor asked Jeff Cantwell if Banner training for deans can be provided. Michael suggested that deans complete a full day of training, which includes half day of Etudes training and half day of Banner training.
3. **DE Veteran's workshop**-Michael Heumann informed the DE Committee that the DE Veteran's workshop will probably be held on April 16, 2010 from 9:00 a.m. to 12:00 p.m. Val Rodgers offered the computer lab located in room 902. Michael mentioned that the computer lab located in room 2610 is also a viable option. Michael stated that this discussion will continue during the next DE Committee meeting to determine who will be participating.

4. **Other-**

DE Positions Papers-Michael Heumann presented the DE position papers during the last Academic Senate Committee meeting and stated that some faculty disagreed. He stated that the item was tabled and will be discussed during the next Academic Senate Meeting scheduled for April 21, 2010.

Additional Committee-Michael Heumann stated that it may be necessary to develop a third committee that will have the responsibility of merging the Technology Planning Committee and the Distance Education Committee. Taylor Ruhl stated that he would like to form the Learning Services & Instructional Committee.

Etudes Summit-Michael Heumann stated that Dr. Gould will be the keynote speaker during the upcoming Etudes Summit. Andres Martinez, Sidne Horton and David Zielinski will be attending the Etudes Summit this year. Michael shared the experience he had last year during the Etudes Summit.

Online orientation information-Michael Heumann stated that online orientation information will be posted on the DE website. Valerie Rodgers stated she emailed Omar Ramos to request that he post the information. Moreover, Ralph Marquez stated that registration for Summer courses will begin in May.

III. Action Items:-No action items.

IV. Discussion Items:

1. **Distance Education department job descriptions**-Michael Heumann described the DE Department Chair job description and requested that the DE Committee review the description and email him with additional changes or suggestions. Michael stated that the final DE Department Chair description must be presented to the Academic Senate. Taylor Ruhl stated that the description must include who the DE Department Chair will report to. Mary Jo Wainwright suggested that the DE Department Chair should work closely with other department chairs to approve online courses and evaluate them. Michael stated that it is imperative that other faculty members be educated in regards to Distance Education and online teaching. Valerie Rodgers stated she will make a presentation to the Board of Trustees upon the conclusion of ACCESO. Michael stated that other DE job descriptions will be discussed during the next meeting.

V. Meeting was adjourned at 10:03 a.m.