

**Imperial Valley College  
Distance Education Committee Meeting  
Official Minutes  
April 1, 2010**

|                 |                 |                    |
|-----------------|-----------------|--------------------|
| <b>Present:</b> | Michael Heumann | Allyn Leon         |
|                 | Taylor Ruhl     | Andres Martinez    |
|                 | Val Rodgers     | Mary Jo Wainwright |
|                 | Gaylla Finnell  | Martha Garcia      |

**Not Present:** Omar Ramos, Paige Lovitt, Jeff Cantwell, Deirdre Rowley, Martha Olea

The meeting was called to order at 9:05 a.m., by Michael Heumann (Chair).

**I. Consent Agenda:** M/S/C (Leon/Wainwright) to approve the minutes for March 18, 2010.

**II. Reports/Updates:**

1. **Multimedia Room Update**-Michael Heumann reported that the equipment that will be installed in the multimedia room located in room 2751 was approved by Dr. Gould and has been ordered.
2. **Etudes 101**-Andres Martinez reported that 8 faculty members will complete Etudes 101 on Friday, April 2, 2010. An additional Etudes 101 will be scheduled in May 2010.
3. **DE Veteran's workshop**-Michael Heumann informed the DE Committee that the DE Veteran's workshop will probably be held on April 30, 2010 from 9:00 a.m. to 12:00 p.m. Michael stated he will email the Online Instructors to inform them.
4. **Other-**
  - DE Policy**-The Policies and Procedures Review Committee approved the DE policy. Furthermore, the DE policy will be reviewed by the College Council Committee.
  - Resolution to Support DE Department Chair position**-Michael Heumann stated he will develop a resolution to support the DE Department Chair position versus the DE Coordinator position. Michael stated that the DE Committee will vote on this resolution during our next DE Committee meeting, scheduled for April 15, 2010. Michael stated he will schedule a meeting with Kathy Berry to discuss this matter and will include Val Rodgers and Taylor Ruhl.
  - DE position papers**-Michael Heumann stated that he will develop a DE package containing DE position papers and submit it to Academic Senate on April 21, 2010.

**III. Action Items:-**No action items.

**IV. Discussion Items:**

1. **Distance Education department job descriptions**-Michael Heumann described the revised DE Department Chair job description. Additional changes were requested. Michael stated that the final DE Department Chair description will be presented to the Academic Senate. Michael stated that other DE job descriptions will be discussed during the next meeting.
2. **Regular effective contact**-Title 5 Education Code Section 55204 describes Distance Education guidelines for California Community Colleges. This policy will be modified and submitted to the Policy and Procedures Review Committee for approval.
3. **DE faculty survey**-Michael Heumann stated that Val Rodgers and Andres Martinez will collaborate with him to develop a Distance Education survey for all instructors.
4. **DE student survey**-Michael Heumann stated he will develop a DE student survey, create a link and email the link to all online instructors and request that online students complete the survey in the near future.

**V. Meeting was adjourned at 9:55 a.m.**