

**Imperial Valley College
Distance Education Committee Meeting
Official Minutes
May 6, 2010**

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

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

Visitors: Wayne Wright

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 April 15, 2010.

II. Reports/Updates:

1. **DE Department meeting/Workshop report** – The workshop on April 30th was a success. Eleven attended including some Fire Tech faculty. There has been inquiry about why local fire department staff has not been used to teach online. This is because some signed up for Etudes training but did not pass.
 - A policy will be needed for the use of non-local faculty and how they will be evaluated.
2. **End-of-ACCESO events** – ACCESO closes on June 30th, 2010 when the grant ends. Val and Michael will wrap-up the presentation to the Board on June 10th. A no-host party for “all who have made ACCESO a success” will be held at Val’s home.
3. **Multimedia room update** – The multimedia room is temporarily delayed because of some conflict between competing vendors. The delay is regarding obtaining the necessary code to which IVC is entitled. Wayne hopes to learn more about this at a construction meeting this afternoon.

4. **Other –**

- The Senate has approved all DE position papers.
- Political Science texts will be changed this summer. As a result, Gaylla will redesign the corresponding courses on Etudes. The committee discussed where IVC is ongoing 100% online, i.e. for exams. We may need a workshop on giving online exams. This would make it possible to reach more students.
- A better definition of the proctoring program is needed for the Learning Services Instructional Technology division.

III. Action Items: No action items.

IV. Discussion Items:

1. **Election of DE Coordinator** – The election of the DE Coordinator will occur sometime at the end of May when the department chairs are elected. Taylor Ruhl expressed concern that the Dean of Learning Services and Instructional Technology should have a voice in the terminology used for the lead person in DE – Chair or Coordinator. Advantages for using the term chair to correlate with the rest of the organizational structure were discussed. A recommendation will be made to Kathy Berry.
2. **Procedure for evaluating DE courses** – A policy is needed for evaluating DE courses including who will conduct the evaluation and how often. How this will relate to the tenure review process also needs to be clarified.
3. **Reorganization of technology committees** - Item was not discussed.

V. Meeting was adjourned at 10:06 a.m.