

Distance Education Committee Agenda
February 18, 2010
9:00 AM in 303 (Academic Senate room)

Consent Agenda

1. Minutes of the December 3, 2009 meeting

Reports/Updates

1. Etudes updates
2. Multimedia room in 2700 building
3. Other

Action Items

1. None

Discussion/Information Items

1. Changes to the DE Committee Purpose Statement
2. Right of First Refusal
3. Online midterms and finals
4. Evaluation of Online or Hybrid Faculty
5. Stipend for Developing DE Courses
6. Intellectual Property Rights for DE Instructors
7. Sick Leave for DE Instructors
8. DE Drop Policy
9. Other

**Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
December 3, 2009**

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

Not Present: Omar Ramos, Paige Lovitt

Visitors: Rosanna Lugo, Ralph Marquez

The meeting was called to order at 8:03 a.m., by Michael Heumann (Chair).

- I. **Consent Agenda:** M/S/C (Leon/Finnell) to approve the minutes for November 19, 2009, as amended.
- II. **Reports/Updates:**
 - Etudes updates-** Etudes Inc. conducted a change to the Tasks/Tests/ Surveys Tab and renamed it Assignments/Tests/ Surveys.
 - Social Media and DE-** Rosanna Lugo offered to assist instructors to incorporate an educational component to social networking. For instance, IVC can have an official YouTube channel, where educational videos can be uploaded. Rosanna stated that the videos can remain private and that instructors have the opportunity to select who can view them. Michael Heumann stated he will provide some educational videos to Rosanna.
 - Evaluation of IVC's Wireless Network-** Michael Heumann stated that under the Technology Plan, the DE Committee is responsible for evaluating the Wireless Network at IVC. The DE Committee expressed their concerns regarding the IVC Wireless Network and stated that it is not reliable.
- III. **Action Items:**
 - AP 4021-** M/S/C (Leon/Wainwright) to approve AP 4021- Timeline for Developing and Delivering Online Course policy, as amended. This policy will be submitted to the Policies & Procedures Committee for approval.
- IV. **Discussion Items:**
 - Meeting Schedule for Spring 2010-** DE Committee meetings will be scheduled the 1st and 3rd Thursday of the month, from 9:00 to 10:00 a.m. starting February 18, 2010.
 - Position Paper Checklist and Plan for Spring 2010-** The checklist was briefly discussed. Mary Jo Wainwright inquired if Instructors who develop a new online

course will be awarded with a stipend. Michael stated that this may not be a possibility for the following academic year, due to our current budget situation. This matter will be further discussed during our next meeting.

V. Meeting was adjourned at 9:00 a.m.

Distance Education Committee Purpose Statement

Purpose

The purpose of the Distance Education Committee will be to advise the Senate on designs, implementation strategies, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining and enhancing high standards of academic quality, at a level appropriate to the students for which the content is developed.

Function

The function of the Distance Education Committee is to develop and evaluate policies and procedures necessary to the implementation of distance education at Imperial Valley College.

Composition

The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative

All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

Terms for all members shall be for two years with the exception of the Distance Education Coordinator and the DSPS representative.

Members

Michael Heumann, Distance Education Coordinator, Co-Chair
Vacant, Administrative Representative, Co-Chair

Voting Members

Martha Garcia, Faculty Representative (started October 2009)
Gaylla Finnell, Faculty Representative (started March 2009)
Allyn Leon, Faculty Representative (started March 2009)
Andres Martinez, Faculty Representative (started March 2009)
Mary Jo Wainwright, Faculty Representative (started March 2009)
Martha Olea, Classified Representative (started March 2009)
Jeff Cantwell, Technology Representative (started March 2009)
Paige Lovitt, DSPS Representative (started March 2009)

Consultants

Dawn Chun
Omar Ramos
Deirdre Rowley
Taylor Ruhl
Val Rodgers
Ralph Marquez