# Distance Education Committee Agenda February 25, 2010 9:00 AM in 303 (Academic Senate room)

# Consent Agenda

1. None

# Reports/Updates

1. Other

# **Action Items**

- 1. Changes to the DE Committee Purpose Statement
- 2. Evaluation of Wireless Network

# Discussion/Information Items

- 1. Right of First Refusal
- 2. Evaluation of Online or Hybrid Faculty
- 3. Stipend for Developing DE Courses
- 4. Intellectual Property Rights for DE Instructors
- 5. Sick Leave for DE Instructors

## Distance Education Committee Purpose Statement

## **Purpose**

The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum and Instruction subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, 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, enhancing, and evaluating 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 review policies and procedures necessary to the implementation and evaluation of the distance education program 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 Taylor Ruhl, Dean of Learning Services, Co-Chair (effective July 2010)

## **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)

### **Alternate Representatives**

Deirdre Rowley, Faculty Representative Omar Ramos, Technology Representative Ralph Marquez, Faculty (non-teaching) Representative

### **Ex-Officio**

Wayne Wright, Director of Instructional Computing Services (effective July 2010)

### **Evaluation of IVC's Wireless Network**

**Goal**: To develop a campus-wide wireless network that would be available for students, faculty, and staff.

**Timeline**: The project was to be completed by Fall 2009

**Evaluators**: According to the 2009-11 Technology Master Plan, the Distance Education Committee would evaluate the network no later than Fall 2009

**Process**: The DE Committee discussed the network at its December 3, 2009, meeting and again at its February 18, 2010, meeting.

**Evaluation**: The committee was happy that the network was in place. For many years, IVC lacked wireless network, and its absence hindered the use of technology on the part of faculty and students alike. The committee was also pleased that the network was secured, accessible only by employees and students. There was also a high-level secure network available to staff, faculty, and administrators exclusively.

The committee, however, expressed a number of concerns regarding the network. The initial goal was for a campus-wide network. However, the network that was unveiled in Fall 2009 was not campus-wide. Significant portions of the campus—including many classrooms—are outside wireless range.

Further, many committee members expressed confusion over the login process, particularly with the IVC Wireless (accessible for students and staff alike). It was also felt that more training in how to login—especially training for students—would help make the network more popular and better utilized. Finally, there seems to be an expired certificate issue with the network, resulting in a warning that appears whenever one logs into the network. This, it was felt, has probably confused many users and prevented some from using the system.

**Conclusion and Recommendations**: The network is in place, it works, and it is starting to be used. These are positives for the college. However, the committee has a number of questions:

- 1. When will the network extend to all areas of campus?
- 2. Will the expansion of the network require additional funding?
- 3. Will more comprehensive training be available to help users login to the network? If so, who will coordinate this training?
- 4. Will the network certification issue be resolved soon?