

Distance Education Committee Agenda
September 17, 2009
8:00 AM in the Board Room

Consent Agenda

1. Minutes of the September 3, 2009 meetings

Reports/Updates

1. Face-to-Face Etudes 101
2. Other

Action Items

1. Technology Master Plan

Discussion/Information Items

1. Transfer issues with DE courses
2. Course Load for DE Instructors
3. Evaluation of Online or Hybrid Faculty
4. Stipend for Developing DE Courses
5. DE Drop Policy
6. Right of First Refusal
7. Other

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

Present:	Michael Heumann	Omar Ramos
	Deirdre Rowley	Allyn Leon
	Martha Garcia	Mary Jo Wainwright
	Gaylla Finnell	Andres Martinez
	Martha Olea	Jeff Cantwell

Not Present:	Taylor Ruhl	Paige Lovitt
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The meeting was called to order at 8:04 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Wainwright/Rowley) to approve the minutes for June 1, 2009.

II. Reports/Updates:

1. **Tech Camp 2009 Review** – Tech Camp was a success and well attended. It was requested that Tech Camp be institutionalized along with Distance Education. The expenditure for breakfast and lunch was \$400 per day. In addition, each Tech Camp participant was given a \$250 stipend. Some suggestions regarding the institutionalization of Tech Camp are to offer it as a Staff Development Day, offer it half day instead of a full day and possibly offer it online.
2. **Etudes Internship Update** – Andres completed the second part of his internship and is waiting on approval from Vivie before he obtains his certification.
3. **Face-to-Face Etudes 101** – There are several faculty members interested in taking the Face-to-Face Etudes course. However, this is not feasible until Andres obtains his certification. Some faculty have expressed an interest in completing the course to teach online; however, other faculty members would like to incorporate ETUDES to their face-to-face courses.

III. Action Items
None

IV. Discussion/Information Items

1. The new Technology Plan was developed by Val Rodgers and Michael Heumann. The Plan is required to link to the Educational Master Plan, which will be valid from 2010 to 2011. It was suggested that communication between the IT Department and faculty be highly emphasized. Michael informed the group that they must vote by e-mail to approve or disapprove the new Technology Plan as soon as a revised version is e-mailed. The Technology Plan must also be submitted to the Technology Planning

Committee for their vote. Finally, the Technology Plan has to be approved by the Distance Education Committee and Technology Planning Committee and submitted to the Administration by Thursday, October 10, 2009.

V. Meeting was adjourned at 8:58 a.m.