

Distance Education Committee Agenda
November 5, 2009
8:00 AM in the Board Room

Consent Agenda

1. Minutes of the October 15, 2009 meetings

Reports/Updates

1. Face-to-Face Etudes 101 and Online Training in Spring
2. DE Website (Andres)
3. DE Program Proposal
4. Etudes Users Summit 2010
5. Other

Action Items

1. Course Load for DE Instructors Position Paper

Discussion/Information Items

1. Online Office Hours
2. Class caps for online classes
3. Winter and Summer session online loads
4. Online midterms and finals
5. Right of First Refusal
6. Evaluation of Online or Hybrid Faculty
7. Stipend for Developing DE Courses
8. DE Drop Policy
9. Other

**Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
October 15, 2009**

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

Not Present: Omar Ramos, Val Rodgers, Allyn Leon, Paige Lovitt

Visitors: Carol Lee, Ralph Marquez

The meeting was called to order at 8:09 a.m., by Michael Heumann (Chair).

- I. Consent Agenda:** M/S/C (Wainwright/Finnell) to approve the minutes for October 1, 2009.
- II. Reports/Updates:**
 1. **Face-to-Face Etudes 101** – Andres Martinez will offer a hybrid ETUDES training for interested faculty. The training is scheduled for October 23, 2009, October 30, 2009 and November 6, 2009 from 9:00 a.m. to 12:00 p.m. in room 803. Andres stated he has had great response from the faculty and has 19 people registered.
 2. **DE Website** – Andres Martinez will revamp the DE website prior to the beginning of the 2010 Winter and Spring registration, which commences on November 16, 2009. Andres will email the DE faculty to request a blurb from each of them. In addition, Martha Garcia will email the DE faculty requesting that they review the 2010 Winter and Spring course schedule.
 3. **Online Course Offerings vs. Face-to-Face Offerings** - Carol Lee suggested that there may be a legal requirement stating that for every online course offered there must be a face-to-face course taught in the same subject. For example, if Art 100 is offered online, the same course has to be offered in a face-to-face course. However, Michael Heumann stated he is unsure of this policy and will review the California Education Code requirements.
- III. Action Items** – The vote of the course load for the DE Faculty Position Paper was tabled until revisions of the paper are completed and a final version is reviewed by DE Committee members.

IV. Discussion/Information Items

1. **Online Office Hours** – Michael Heumann inquired if it is suggested to increase online office hours if more than one online course is taught. However, it was stated that this should be left at the discretion of the DE faculty. It was suggested that a position paper be created and Gaylla Finnell volunteered to create it.
2. **Winter and Summer Session Online Loads-** the concern with the online teaching loads is that it is very diverse. The course load is set by the Vice President of Instruction. Discussion on this matter will continue next meeting.

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