

Distance Education Committee Agenda
December 3, 2009
8:00 AM in the Board Room

Consent Agenda

1. Minutes of the November 19, 2009 meeting

Reports/Updates

1. Etudes updates
2. Social media and DE
3. Other

Action Items

1. AP 4021—Timeline for Developing and Delivering Online Course

Discussion/Information Items

1. Meeting Schedule for Spring 2010
2. Position Paper Checklist and Plan for Spring 2010
3. Right of First Refusal
4. Changes to the DE Committee Purpose Statement
5. Online midterms and finals
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
November 19, 2009**

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

Not Present: Omar Ramos, Gaylla Finnell, Deirdre Rowley, Paige Lovitt

The meeting was called to order at 8:04 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Cantwell/Wainwright) to approve the minutes for November 5, 2009.

II. Reports/Updates:

Face-to-Face Etudes 101- Andres Martinez reported that seven faculty members successfully passed Etudes 101. He stated that a few faculty members were overwhelmed and suggested a four week course. In addition to completing Etudes 101, faculty members who are interested in developing an online course will be required to complete a Pedagogy or Best Practices course, which may possibly be a semester long. Michael Heumann and Andres Martinez will further discuss this plan and develop a schedule.

DE Website- Andres Martinez demonstrated the DE Website to the DE Committee members. A few suggestions to improve the DE Website are as follows: include local pictures; change Winter 2010 and Spring 2010 to class information; use a larger font and provide an explanation for G#.

Other:

Social Networking- Michael Heumann stated he desires that the Communication Department incorporates an educational component to social networking. For instance, they can utilize youtube.

Etudes Rosters- Jeff Cantwell inquired when Etudes rosters should be uploaded. It was suggested that this be done three or four days prior to the first day of classes in Winter and Spring 2010.

III. Action Items:

Online Course Enrollment Limits Position Paper- M/S/C (Leon/Wainwright) to approve Online Course Enrollment Limits Position Paper.

Online Office Hours Position Paper- M/S/C (Leon/Wainwright) to approve Online Office Hours Position Paper, once it is amended.

Michael Heumann stated he will present all position papers to Academic Senate, once they have been completed and approved by the DE Committee.

IV. Discussion/Information Items

Timeline for Developing and Delivering Online Course (AP 4021)- Michael Heumann presented a draft of the Timeline for Developing and Delivering Online Course and the DE Committee provided several suggestions. Michael stated he will amend the document and email it to the DE Committee.

Right of First Refusal- It was discussed whether a faculty member who developed an online course, should have right of first refusal to continue teaching that online course, regardless of their seniority status. The DE Committee agreed that if a faculty member develops an online course, that work belongs to that faculty member, regardless of their seniority status. Gaylla Finnell and Deirdre Rowley will develop a position paper regarding this issue.

V. Meeting was adjourned at 9:05 a.m.

AP 4021

Timeline for Developing and Delivering Online Course

Reference: Education Code Section 70902(b); Title 5, Sections 51022(a)

This procedure is being established to provide a timeline for developing and delivering an online course at Imperial Valley College.

The following steps will be followed:

1. Complete Etudes 101 (either online or face to face)
2. Approval to develop online class from division chair/department chair
3. Sign up for Etudes 201 (one-semester long online development class taught by IMD)
4. Develop Etudes online addendum (with DE Coordinator and division chair)
5. Complete Etudes 201 (final exam: evaluation of developed course)
6. Receive approval from DSPS specialist that course content is Section 508-compliant
7. Teach online class in following semester

If a faculty member wishes to circumvent the Etudes 201 class, he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the division/department chair prior to teaching the course online.

Position Paper Checklist

Policy	Position Paper			
	New Policy	Yes	No	Keep current language
1. Evaluation of Faculty Teaching Online Courses				
2. Stipend for Developing DE Course				
3. Course Load for DE Instructors		x		
4. Intellectual Property Rights				
5. Sick Leave for DE Instructors				
6. Online Office Hours		x		
7. Online Course Enrollment Limit	x	x		
8. Right of First Refusal	x			

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

Consultants

Dawn Chun
Omar Ramos
Deirdre Rowley
Taylor Ruhl