Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
February 25, 2010

Present: Michael Heumann   Ralph Marquez
                    Taylor Ruhl   Martha Olea
                    Jeff Cantwell   Val Rodgers
                    Allyn Leon   Deirdre Rowley
                    Paige Lovitt   Mary Jo Wainwright
                    Allyn Leon   Wayne Wright
                    Andres Martinez

Not Present: Gaylla Finnell, Omar Ramos

The Distance Education Committee meeting was called to order at 9:00 a.m. by Michael Heumann, Chair.

I.   **Consent Agenda**: None

II.   **Reports/Updates**: No reports or Updates for this meeting. This is a special extra meeting scheduled to address action items.

III. **Action Items**:
   1. **Changes to the DE Committee Purpose Statement** – Minor changes were made mostly in terms of the composition of the committee and language additions to make it sound better for the accreditation team who reads it.
      M/S/C Wainwright/Martinez to approve the changes made. Discussion followed regarding the highlighted items. Taylor Ruhl requested that the noted title for Wayne Wright, Director of Instructional Computing Services (effective July 2010) be struck. Motion carried.
   2. **Evaluation of IVC's Wireless Network** – The last Technology Plan stated that the DE Committee would evaluate the wireless network. Michael Heumann put together a summary of the committee's comments from the December meeting and included comments from last week's meeting as well.
      M/S/C Wainwright/Olea to approve the evaluation as presented. Discussion followed. Robin Ying was in attendance to address the four questions posed under the Conclusion and Recommendations:
      - According to Robin Ying, last year when the wireless network was deployed due to limited funding only the northern part of the campus was able to be covered. The only southern part covered was Building 10. The 400, 600, Library, and Nursing Building. These are the most concentrated areas populated by students. In particular the 400 building and the courtyard. Additional funding is needed to cover the

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northern part. In the Science building the wireless was covered in the building fund. No additional district monies were utilized. The plan is to systematically upgrade building by building, the 400 building is the next one on the list. The wireless will be put as part of the building infrastructure and as each building is renovated new switches will be sorted accordingly. This will simplify asking for additional funding for the wireless. However, it will take time to fix the entire campus. If you have questions or are in need of a hot spot in a certain area please e-mail Robin.

- Mary Jo Wainwright inquired as to whether the college should be advertising as in the DE webpage wireless network when it is not available everywhere. Students logging in would think it is available everywhere. Robin stated that if a student logs on the wireless it is everywhere. The wireless is designed so that if you carry your laptop from the 600 building all the way to the Science building you can still sign in. When the campus was surveyed there were very few students with laptops in the 200 and 300 building area. This may be due to the fact that the 2600 building houses labs with desktops available to students. Certain buildings are portables so caution was taken to not utilize resources for those buildings.

- In addressing **question #4**, as regards to the network certificate, Robin stated that the certificate is for the HTTPS. There are two SSID's: one is for the IVC Intranet and the second for the IVC wireless. The IVC Intranet is a very secure network and is only for those laptops in the IVC domain. The IVC wireless domain is different from the website domain even if the name is the same. This is a Microsoft domain. It must be a Windows based machine. Then the domain controller will issue the network encryption key. The purpose of the network encryption key is for limited and authorized access as a first step. This way no one can just drive up to the parking lot, open up their laptop and get a connection. Anyone associated with the college is aware that there is an encryption key chain which changes twice a year, once in the Fall and once in the Spring and usually it is the first day of class. With the IVC Intranet the intent is to create a connection the same as a wire connection, but you have to be in the domain and the encryption key is issued by its own main controller which is unknown. Once connected you use your e-mail credential to log in. For the student part of IVC wireless, once you connect to the network you get a channel directly outside the firewall. The reason for this is that there are too many computers that have viruses and the college cannot afford viruses to get into our network. Once you connect to the IVC wireless you have internet access. Authentication is done using a radius server extracting data from Banner such as the G and pin number. The G

number must be entered with an upper case G and with a six digit pin number same as you sign on to WebSTAR.

- To address **question #3:** There is not much training which needs to take place. It is a simple process. However, Martha Olea dealt with several students in the Library asking for assistance on how to log in. The Library Circulation Desk was not aware of where to address those issues. Martha's question was where are students to be sent to receive assistance? Robin suggested that students be referred to the student portal. In addition to referring students to the student portal what other options are available so that students can receive immediate technical help. It was suggested that the students be sent to Room 903 for assistance. Taylor informed the members that starting Monday, there will be a Lab Tech available in the Library from 11:00 to 8:00 p.m. to provide support and answer any questions students may have. The wireless will also be included as part of the Tech's responsibility. Val Rodgers requested that the training include Javier Gutierrez.

Michael inquired if the members wished to continue with the motion or revisit the evaluation with revisions based on the information Robin provided. Motion was withdrawn and tabled until next meeting.

IV. **Discussion/Information Items** – The following position papers were discussed:
1. Right of First Refusal – No changes.
2. Evaluation of Online Hybrid Faculty – Recommend to modify to state that if someone in the tenure review process does teach online, the online portion should be part of their evaluation. Details to be addressed by committee. The same should apply in post-tenure evaluations as well.
3. Stipend for Developing DE Courses – Currently the contract reads that an instructor who develops an online course receives $540.00 per lecture unit. A total of $2,160.00 for a four unit course. Different institutions offer other options instead of stipends such as:
   - Sabbatical or release time to develop course (s)
   - Some institutions offer absolutely nothing
   - Higher pay
   - Reduction in workload
   - Reimbursement for wireless internet access at home
   - Travel and conference fees
   - Discretionary spending account

   In order to continue to increase online course offerings, the committee highly recommends valuable and realistic compensation depending on the budget be given to develop quality online courses. Michael suggests combining position paper #3 with #1. Mary Jo suggested #4 be combined as well.
4. Intellectual Property Right for DE Instructors – Unit member who develops online or Distance Education course (s) for which she/he has been compensated

through a stipend by the District or District Control Grant, is the joint owner of the Distance Education course with the District. Union member retains the right to use the course material at IVC or any other college in which the unit member is teaching or may in the future teach. Union member is required to submit a completed copy of the Distance Education course exclusive of student records to the Distance Education Office. A copy of the DE course shall be retained by the DE Office and be made available for the use of other faculty members at IVC who may be assigned to teach the same course in the future. Neither the District nor the unit member has the right to commercially sell the DE course to a third party without the expressed permission of the other party.

- Mary Jo suggested modifying the language to reflect a copy at the completion of the development of the course. Payment should be for the initial developed copy submitted.

5. Sick Leave for DE Instructors – Unit members whose teaching assignments include online shall receive the same number of hours of sick leave as they would have in the regular class.

- Michael will change the position papers based on the comments made and will place them on the agenda for voting for next week.

V.   **Meeting was adjourned at 10:00 a.m.**