

**Imperial Valley College  
Distance Education Committee Meeting  
Unofficial Minutes  
February 18, 2010**

**Present:** Michael Heumann Allyn Leon  
Taylor Ruhl Andres Martinez  
Martha Garcia Val Rodgers  
Gaylla Finnell Mary Jo Wainwright  
Martha Olea Deirdre Rowley

**Not Present:** Omar Ramos, Paige Lovitt, Jeff Cantwell

**Visitors:** Tina Aguirre, Ralph Marquez

The meeting was called to order at 9:00 a.m., by Michael Heumann (Chair).

**I. Consent Agenda:** M/S/C (Wainwright/Martinez) to approve the minutes for December 3, 2009.

**II. Reports/Updates:**

**Etudes updates-** Etudes Inc. conducted a change to the Tasks/Tests/Surveys Tab and renamed it Assignments/Tests/ Surveys. In addition, the site was updated and as a result other changes were made. It was suggested that Andres Martinez provide a work session for Instructors to explain changes.

**Multimedia Room in 2700 Building-**Andres Martinez informed the DE Committee that the Multimedia room that will be located in the 2700 building will have two modes, live streaming and video conferencing. Moreover, Michael Heumann stated that the multimedia room will facilitate the ability to teach a course, record the lecture and post the lecture on the instructor's website.

**Etudes Internship-**Allyn Leon stated he will soon complete the second portion of the Etudes Internship.

**Etudes Training-** Michael Heumann stated that Etudes 101 and Etudes 102 training needs to be scheduled for the Spring 2010 semester.

**Course Crash Policy-**IVC currently does not have a course crash policy in place and this poses difficulty for the majority of online students, since they do not know what steps to follow when they desire to crash an online course. The majority of online instructors do not clearly define their course crash procedures.

**III. Action Items:-**No action items.

**IV. Discussion Items:**

**DE Committee Purpose Statement**-Michael Heumann developed a draft of the DE Committee Purpose statement. Tina Aguirre recommended some changes to the draft. It is imperative the purpose statement clearly define the role of the DE Committee. The committee will vote on the final document during the next meeting.

**Position Papers**-Michael Heumann stated that the following position papers have been created: Right of First Refusal, Evaluation of Online or Hybrid Faculty, Stipend for Developing DE Courses, Intellectual Property Rights for DE Instructors and Sick Leave for DE Instructors. Michael stated he would email the drafts of these position papers to the DE Committee members for review. This matter will be further discussed during the next meeting.

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

Committee: DE Committee  
Committee Topic: Right of First Refusal

## Right of First Refusal

### **Statement of Current Policy**

- Currently, classes are selected by full-time faculty members within a division based upon seniority or a method agreed upon “through the collegial participation of all effected unit members” (15.15).
- As a result, faculty members who develop an online/hybrid course may not be able to teach that course.

### **DE Committee Involvement and Previous Actions**

- This issue was discussed at the November 19, 2009, the February 18, 2010, and the February 25, 2010, meetings of the DE Committee.

### **DE Committee Position**

- This is a central issue for DE faculty because many would not take the time to develop an online class if they were not guaranteed the ability to teach that class.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the best practice for Imperial Valley College is as follows:

If a faculty member develops an online course through the IVC’s agreed-upon process spelled out in AP 4021, then the faculty member has the right of first refusal to teach the course in question, regardless of the member’s seniority status. This would apply only to the first person to develop and deliver an online version of the course in question.

*NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.*

## CERTIFICATION

*I hereby certify that the above position statement was approved by the DE Committee on \_\_\_\_\_, 2009.*

\_\_\_\_\_  
*Signature of Chair*

Committee: DE Committee

Committee Topic: Evaluation of Online or Hybrid Faculty as Part of the Tenure Process

## **Evaluation of Online or Hybrid Faculty as Part of the Tenure Process**

### **Statement of Current Policy**

- According to section 10.7 of the current Agreement between the CTA and the District:

However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation may be used by the evaluation team as an additional peer review of teaching in the contract, regular or tenure review facets of faculty evaluation, though it may not take the place of the formal classroom observations as described in Articles 10 and 11 of this agreement.

### **DE Committee Involvement and Previous Actions**

- The DE Committee discussed this issue on February 25, 2010

### **DE Committee Position**

- Online/hybrid courses taught at IVC need to be part of the regular tenure review process for all online instructors.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the best practice for Imperial Valley College is as follows:

The language in 10.7 should be changed to indicate that online course evaluation **should** (not may) take place for those teaching online/hybrid classes. Further, the evaluation of online/hybrid classes should also extend to the post-tenure review process.

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## **CERTIFICATION**

*I hereby certify that the above position statement was approved by the DE Committee on \_\_\_\_\_, 2009.*

\_\_\_\_\_  
*Signature of Chair*

Committee: DE Committee  
Committee Topic: Stipends for DE Development

## Stipends for DE Development

### **Statement of Current Policy**

According to the Agreement, section 17.14.1,

Compensation of \$540 per lecture unit shall be granted to the faculty member who successfully develops and delivers a complete distance education, or on-line course, for the first time, provided such course is operating on the official census date for the course. If another unit member develops or delivers the same or a different version of the same course during a subsequent semester, no stipend will be paid to this second unit member. For the purposes of this paragraph only, if a unit member develops an on-line non-credit course; one unit shall be defined as the equivalent of 18 hours of non-credit instruction. Payment for such course development shall be paid in one lump sum payment after the end of the semester in which the newly developed course was first offered.

### **DE Committee Involvement and Previous Actions**

- The DE Committee discussed this issue on February 25, 2010

### **DE Committee Position**

- Compensation is an important issue for IVC, not only because of the financial problems throughout the state and the nation but also because the ACCESO Project, which funded all DE development stipends, will end in June 2010.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the best practice for Imperial Valley College is as follows:

In order to increase our online course offerings and to encourage teachers to develop new online courses, we recommend compensation of some sort. However, alternate forms of compensation would be acceptable if they were deemed valid and mutually agreed upon.

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## CERTIFICATION

*I hereby certify that the above position statement was approved by the DE Committee on \_\_\_\_\_, 2009.*

\_\_\_\_\_  
*Signature of Chair*

Committee: DE Committee

Committee Topic: Intellectual Property Rights for DE

## Intellectual Property Rights for DE

### Statement of Current Policy

According to the Agreement, section 21.6,

A unit member who develops on-line or distance education course for which s/he has been compensated through a stipend by the District or a District controlled grant is the joint owner of the distance education course with the District. The unit member retains the right to use the course materials at Imperial Valley College and at any other college at which the unit member is teaching or may in the future teach. The unit member is required to submit a complete copy of the distance education course, exclusive of student records, to the Distance Education Office. A copy of the distance education course shall be retained by the Distance Education Office and may be made available for the use of other faculty members at Imperial Valley College 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 distance education course to a third party without the express permission of the other party.

Unit members who develop an on-line or distance education course and receive no compensation from the District or from a District controlled grant or project retain exclusive rights in that course and have no obligation to share the course materials with the District, or any other party.

### DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

### DE Committee Position

- Intellectual property is a key issue for online programs throughout the United States.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the best practice for Imperial Valley College is as follows:

The current language should be modified to indicate that an online instructor is only required to turn in his/her course materials to the DE office once (after the course has been taught for the first time).

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**CERTIFICATION**

*I hereby certify that the above position statement was approved by the DE Committee  
on \_\_\_\_\_, 2009.*

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*Signature of Chair*

Committee: DE Committee  
Committee Topic: Sick Leave and DE

## Sick Leave and DE

### Statement of Current Policy

- According to the Agreement, section 6.1.2.4, "Unit members whose teaching assignment, whether as load or overload, includes online or DE courses, shall receive the same number of hours of sick leave as they would be entitled to had the same course been offered as a full-term, traditionally delivered course, whether during the regular semester or during a winter or summer session."

### DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue on February 25, 2010

### DE Committee Position

- It is important to ensure that online/hybrid instructors are treated the same was as other instructors.
- Set forth DE Committee's position statement:

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that the best practice for Imperial Valley College is as follows:

The language in the current agreement should remain intact.

*NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.*

## CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on \_\_\_\_\_, 2009.

\_\_\_\_\_  
Signature of Chair