

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
May 12, 2011
9:00 a.m. – 10:00 a.m.
Building 2700, Arts & Letters Conference Room**

Present: David Zielinski Taylor Ruhl
Andres Martinez Michael Heumann
Martha Olea Gaylla Finnell
Paige Lovitt Allyn Leon

Not Present: Mary Jo Wainwright
Ralph Marquez
Jeff Cantwell
Omar Ramos
Brian McNeece

Visitors: Diedre Rowley

Recording Secretary: Toni Gamboa

The Distance Education Committee meeting was called to order at 9:05 a.m. by David Zielinski, DE Coordinator.

- 1). **Welcome and Approval of Minutes** – M/S/C A. Martinez/P. Lovitt to approve the minutes of April 7, 2011 as presented.
- 2). **Official DE Committee Membership and Terms of Service** – DE is a sub-committee under the Academic Senate. In March, Gaylla Finnell and Mary Jo Wainwright were elected to serve on the committee. It is still not clear as to how many seats or what the terms of service are. When the committee was initially developed, there was a required vote for each member and a two year term limit. David will follow-up in obtaining clarification.
- 3). **Plan to Confer with Academic Deans** – David and Taylor Ruhl spoke briefly regarding conferring with the Academic Deans to discuss future DE course development. Numerous DE courses have been developed but have now reached a plateau. David would like to address this with the Deans to inquire as to what their vision is in regards to this issue.

There is also concern with instructors interested in teaching online classes by bypassing DE policy which clearly states that an instructor must enroll in Etudes 101 after obtaining approval from their Division Dean or Chair in order to teach online. In essence, what are

the Deans thoughts in terms of future course development for programs which could benefit from offering online classes. David will be contacting the Deans to address this issue.

According to Taylor, it is a matter of coordinating efforts. Michael Heumann stated that one area that would benefit greatly from online development is Career Tech. Tina Aguirre and Efrain Silva could provide good insight on ideas for online development needed in this area. Additionally, the Career Tech building is the next building to be constructed.

- 4). **Analysis of DE Course Data and Instruction Office** – Matthew Thale has been working on analyzing data for over a year. There have been programmers working with building tools in order to be able to analyze data more efficiently. Specifically, success rates in DE classes which Kathy Berry has instructed Matthew to analyze.

Recently, David had a conversation with Board Trustee Jerry Hart regarding the statewide report from the Chancellor's Office indicating that students in online classes have a higher drop rate than those enrolled in traditional classes. One of the reasons why the online classes experience a higher drop rate is that students lack a mature, self directed, self disciplined mind set in order to succeed in online classes. This is a nation wide concern, not just an isolated issue at IVC.

Deirdre Rowley stated that many students are not looking at the modules and are unaware of where the information needed to complete assignments is coming from. Students interested in taking online classes should be required to take an hour long class to prepare them prior to enrolling in online classes.

Allyn Leon shared with the DE members that at the Etudes Summit an activity meter with a built in early alert system is coming down the pipeline. This will allow instructors to log in to Etudes and obtain a snapshot of student progress for the last seven days. This will be discussed further in the information items.

- 5). **MediaSite Challenges** – Andres Martinez reported on the status of the MediaSite challenges experienced this week. Initially, it was a server error; however, it is still not accessible from off campus. Apparently, IT updated the firewall which caused technical errors beyond Andres 'control so he contacted Jeff Enz to help resolve the problem. In addition, Andres has contacted MediaSite and was given a list of ports to open up and he will forward the list to Jeff. Martha Olea stated that the 004 port is open and operational.

David inquired if there is a back-up plan for instructors who rely heavily on videos for their online classes. He suggested utilizing a personal YouTube channel as a repository incase the need arises. Gaylla stated that she provides a link to Google videos or YouTube of the documentaries she shows as other options in case students experience access issues. This of course would work for some videos but not for all of them.

Taylor Ruhl stated that it is important to be mindful of how we use anything that is copyright. The College has had copyright challenges in the past so one has to be cautious.

There is a lot of information regarding copyright on the Learning Services website on what you can or cannot do.

David also mentioned how critical video captioning is and that by law any video that is shown must be captioned. When Page Lovitt was first hired there was someone hired on a grant to do video captioning. Since the grant finished and the task is time consuming it has been neglected. Michael is aware of a vendor that will caption a 10 minute video for about \$10.00 or \$15.00. Taylor informed the members that he is willing to find funds in order to have captioning sent out.

6). **Information Items:**

a) **Etudes Summit in Long Beach, 5 and 6 May: REPORT** – David Zielinski reported on the following:

- Etudes Summit was very worthwhile. Valuable information. Rich with experience and presentation content.
- Etudes Summit information link is available upon request.
- Open Textbook workshop was valuable. A PowerPoint presentation is available online.
- Another valuable workshop was the Etudes Mobile, iPhone Application, and Android Application on the Horizon.
- Lots of skillful Etudes users and programmers. Quite impressive.
- Todd Finnell has replaced Dr. Gould on the Etudes Board.
- Activity meter is a new feature in Etudes which will be available in June.
 - Allyn added that the activity meter will be able to keep track of what students are doing in one snap shot. It will provide a variety of statistics such as who is still active in the class, who has been posting, how many postings they have, submissions, etc.
 - Sort and organize rosters.
 - Able to see if anyone actually logged in and whether they have done anything.
 - Links directly to private messages to submit to an individual or group. When you send a group message you only get a blind copy although the message is sent out individually you can type it all at once.
- Course map also available in June.
 - Discussions, assessments, quizzes, surveys can be reorganized in whatever order you want them to appear.
 - On the student side they will have a snapshot of all of the materials you made available to them in the course. Once assignments and/or discussions are completed students will be able to view the number of points received on the right hand side for the materials completed.
- Formal Course Evaluation feature that will be incorporated into the survey function for Etudes. It will allow a designated person to create an evaluation survey for the course. It will not be the instructor, but someone who is listed as a formal evaluator who plugs it into the ATS. The results will be summarized and tabulated including the open responses and exported on Excel as well as on html summary to the designated evaluator

either to the Dean or Division Chair. This process has to be negotiated before it can go online.

- b) **Status: Gathering DE Schedule Data for Fall** – David is working with Dixie Krimm in order to obtain an accurate list of courses to publish on the website. According to Dixie, there are several classes such as Ag 110 (Environmental Science) and American Sign Language 100 that use to be online classes but are no longer offered. David will be working to generate an accurate list to publish for students so they are aware of what classes will be offered in the Fall. The DE master course list will also be reviewed and revised. This information leads to the substantial change which will need to be reported accordingly.
- c) **Futures Forum, 17 May** –
- Todd is going to present on global technology in the future of education, what is on the horizon.
 - Michael will present on iPads, the benefits and draw backs in using them in the classroom.
 - David's presentation will be on cell phones.
 - David and Michael to meet with Todd to discuss and finalize agenda.
- 7). **Other** –
- The plan for the ATLAS grant is to have Futures Forums every month. However, there will not be any forums held in the Summer. Having a Futures Forum on Etudes in the Fall would be a great opportunity to bring faculty and students together. If you have any ideas for topics, please contact Michael.
 - Gaylla expressed concern regarding an issue with a faculty member bypassing established DE policy and procedures prior to launching an online class. There was a situation in Gaylla's department where a faculty member was trying to teach online concurrently while taking Etudes 102. If DE policy is to be followed then this faculty member should follow the proper timeline and not be allowed to teach online until Spring 2012. The issue was resolved in her department since Gaylla had the Right of First Refusal with the class in question. Now it appears to be an issue in the History department. It is important that the Deans and Instruction are aware of DE policy. Each online course must be evaluated, approved and mentored accordingly prior to offering the course online.
 - Martha Olea suggested that if the budget permits or if the ATLAS grant could provide all DE instructors with an iPad. This would allow the faculty to use course map to see how their students are doing and to see how the instructor is connecting on a day to day basis. Michael will check with Val Rodgers to see if this is possible through the ATLAS grant.
- 8). **Adjournment** – The meeting was adjourned at 10:05 a.m.

The next meeting of the DE Committee has been tentatively scheduled for Thursday, June 2, 2011, at 9:00 a.m. in the Arts & Letters Conference Room, Building 2700.