

**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.**