

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
March 15, 2012
9:00 a.m. – 10:00 a.m.
Building 2700, Arts & Letters Conference Room**

Present: David Zielinski
Mary Jo Wainwright
Gaylla Finnell
Michael Heumann
Paige Lovitt
Ralph Marquez

Not Present: Andres Martinez (Excused)
Martha Olea
Allyn Leon
Matthew Thale
Taylor Ruhl

Visitors: Deirdre Rowley
Brian McNeece
Todd Finnell

Recording Secretary: Toni Gamboa

The Distance Education Committee meeting was called to order at 9:04 a.m. by David Zielinski, DE Coordinator.

- 1) **Welcome and Approval of Minutes (Meeting of February 9, 2012)** – M/S/C M.J. Wainwright/R. Marquez to approve the minutes of February 9, 2012 as presented. Motion carried.
- 2) **Etudes 101 Update (Andres Martinez)** – David Zielinski reported on behalf of Andres Martinez. Etudes 101 started earlier than usual this year and is going well. Presently, there are 40 instructors teaching 66 sections online precisely the same number as last year. DE has hit a plateau; however, this may change in the future.

Michael Heumann stated that he had spoken to Andres regarding the possibility of offering an Etudes 101 course during the ATLAS training camp in August. This would allow those interested to take and complete the course prior to the beginning of the semester. Offering the course during this time would hopefully increase the completion rate.

- 3) **Meeting with Todd Finnell and Kathy Berry: Etudes** – Todd Finnell stated that a meeting took place to discuss licensing issues one of the drivers being what the campus vision is in regards to web enhancement instruction for all faculty. The idea is to automate the process so when the schedule is build, once a course is created in Banner the CRN automatically is

provisioned a complimentary web enhanced shell. This would give a consistent complimentary online presence for all courses whether online, hybrid or traditional, a parking space for syllabi, materials and discussions. It is important to share a common vision which was validated. The question is “how then do we get there?”

One of the issues Etudes presents is a licensing structure that is not very open to that approach. Our reality to date is that the license costs approximately \$75,000.00. If 66 online classes are offered consistently from fall to spring then we are looking at roughly about a \$500.00 price tag per section. The license in order to auto provision would double in price. Is this feasible with the financial hardship the College is confronting? Another issue Etudes presents is that you just can't have a faculty member even though you have provisioned a shell for them have access unless they go through a required training. Realistically, a part time faculty member would be less likely to undergo a week long training to supplement their instruction. Unfortunately, this is an issue because there is that requirement.

There are multiple approaches for consideration, Etudes could continue to be DE's LMS and have a different LMS one much more open architecturally to integrate with all other systems for use campus wide. There are pros and cons in taking this approach, mainly how cost effective would it be to run two LMS systems.

- 4) **Discuss Re-Org Re-Org and Disposition of DE** – As indicated by Kathy Berry in the February 9, 2012 minutes, DE will report to Kathy's office most likely at the start of the new fiscal year effective July 1, 2012.
- 5) **Rescind Policy: Mandatory Mid-Terms and Final Exams** – According to David, there is no longer a mandatory policy for mid-terms and final exams. Mid-terms and final exams will no longer have to be taken face-to-face on campus. David and other DE members are still working on authentication procedures.
- 6) **Thoughts on Future of the 2600 Building (R/W Lab)** – As indicated in the last DE minutes, there is interest in utilizing the 2600 Building as a testing center for online mid-terms and final exams. The instructor could utilize a 3 to 5 day window, while having someone working in the Reading/Writing Lab authenticate student ID's. This would allow the instructor another option which would alleviate having to schedule a classroom which could conflict with other classes.
- 7) **Substantive Change Proposal and Program Review Reports** – David is continuing to write the reports which are due by tomorrow's deadline.
- 8) **Other** – None
- 9) **Adjournment** – The meeting was adjourned at 10:03 a.m.