

**Imperial Valley College  
Distance Education Committee Meeting  
Unadopted Minutes  
April 19, 2012  
9:00 a.m. – 10:00 a.m.  
Building 2700, Arts & Letters Conference Room**

**Present:** David Zielinski  
Mary Jo Wainwright  
Andres Martinez  
Gaylla Finnell

**Not Present:** Michael Heumann  
Ralph Marquez  
Allyn Leon (Excused)  
Martha Olea  
Matthew Thale  
Taylor Ruhl  
Paige Lovitt

**Visitors:** Deirdre Rowley  
Brian McNeece

**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 (Meeting of April 15, 2012)** – Approval of Minutes was tabled due to a lack of quorum.
- 2) **Substantive Change Proposal and Program Review Reports** – David Zielinski reported that he had completed the reports and submitted them on a timely manner. The reports totaled approximately 100 pages.
- 3) **DISCUSSION: Blackboard (LMS)** – Transition to Blackboard is still not a done deal but it is highly likely that the District will be approving the transition from Etudes to Blackboard. A five year agreement is being negotiated by Todd Finnell which would offer the college significant savings. In the interim, David has set up a course site to look over the website and feels it will be a good move. The contract has not been finalized so with today's three o'clock presentation, David would like to focus on generating purposeful questions to ask regarding the transition process and features which will be available.

Deirdre Rowley stated that with any transition things tend to get lost. In what time frame would it be possible to recover lost information? Deirdre would like to have ample time over the Summer to make the transition and not be rushed two weeks prior to the start of the Fall semester.

During today's Blackboard presentation, David would like to have the facilitator present a step by step transition process. Mary Jo Wainwright is concerned with the time. She would rather Blackboard convert her classes and then go in and make adjustments. Mary Jo does not utilize test bank questions for her course exams; therefore, it would be much more tedious to transition. When will the Blackboard training take place?

Andres Martinez stated that if Blackboard transitions during the Summer there will be a two day marathon training scheduled two days prior to the semester. Scheduling the training so soon prior to the beginning of the Fall semester may not be very effective. The Fall schedule has not yet been completed. Mary Jo has to make a decision not yet knowing whether the transition will be made this Summer on whether to teach her two online courses. Gaylla Finnell informed the DE Committee members that she will not be teaching online next year, but will switch over the shells for the classes. However, she is still interested in web enhancement so she would like to receive training on Blackboard.

Some of the features David finds attractive for his writing classes are cobbling, putting it together in his navigation menu along with wiki spaces with students. Cobbling together and providing collaborative group revisions. Blackboard has these features integrated into the system. Students can have their own blogs, separate journal area and wiki area as well. The grade book is also a fabulous feature although it is complicated to learn according to Mary Jo.

Since Blackboard is geared to students there will probably be lots of training available. It will be beneficial for students who are transferring to four year colleges where there is already Blackboard. There is also integration into Banner and grade book which will be excellent for the College even if it takes time and effort to get use to Blackboard.

One of the questions Mary Jo would like to inquire as regards tools is the assignment. Eight years ago when she utilized Blackboard, the way in which you turn in assignments was not integrated into the program. David stated that you can obtain a license for Turn It In into Blackboard integrated into your set-up. Blackboard does that with a lot of programs.

The Activity Meter and the Course Map features have been very popular with Etudes and it would be great to have something similar with Blackboard. Additionally, the website also refers to Assessment, Accreditation, and Analytic. David suspects Blackboard is on top of SLOs, accreditation and other useful tools. The question is are these features included in IVC's packet or are these add on features? David shared that when you go into the website, there is a Blackboard Learn that explains what Blackboard offers. What IVC is looking to obtain as part of the agreement includes: Blackboard Learn, Blackboard Mobile and Blackboard Collaborate. The Blackboard Collaborate is a virtual meeting, an online meeting tool which can be utilized in many different ways. Within these three areas, is the College getting the full package or a limited version and having to pay extra for any other things that are of interest. What is the College getting for the quote which has been provided and what are we not getting. Is what we are getting a stock version which is not as powerful as some of the other areas indicate when viewing the Blackboard website?

Mary Jo re-iterated to inquire about assignments and quizzes. How do you transfer 240 questions that are not test bank questions?

David will be typing up a discussion list and categorizing the questions in collaboration with Todd Finnell to present at today's 3:00 p.m. Blackboard presentation.

David inquired if Andres Martinez felt Etudes would relinquish previous courses, modules and data sitting in the Etudes server? Could the information be mirrored and placed in another server. Andres believes an arrangement will have to be worked out with Vivie Sinou in order to have access to all old shells for a few months while the transition takes place. There may be an additional cost associated with this request.

David encouraged the members present to take a moment to look through the website to become familiar prior to the presentation this afternoon.

4) **Other** – None

5) **Adjournment** – The meeting was adjourned at 10:03 a.m.

Pending the will of the Distance Education Committee, the next scheduled meeting will be held on **Thursday, May 3, 2012** (the week before finals).