Imperial Valley College Distance Education Committee Meeting Official Minutes December 3, 2009

Present: Michael Heumann Allyn Leon

Taylor Ruhl Andres Martinez Martha Garcia Val Rodgers

Jeff Cantwell Mary Jo Wainwright Martha Olea Deirdre Rowley

Gaylla Finnell

Not Present: Omar Ramos, Paige Lovitt

Visitors: Rosanna Lugo, Ralph Marquez

The meeting was called to order at 8:03 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Leon/Finnell) to approve the minutes for November 19, 2009, as amended.

II. Reports/Updates:

Etudes updates- Etudes Inc. conducted a change to the Tasks/Tests/ Surveys Tab and renamed it Assignments/Tests/ Surveys.

Social Media and DE- Rosanna Lugo offered to assist instructors to incorporate an educational component to social networking. For instance, IVC can have an official YouTube channel, where educational videos can be uploaded. Rosanna stated that the videos can remain private and that instructors have the opportunity to select who can view them. Michael Heumann stated he will provide some educational videos to Rosanna. Evaluation of IVC's Wireless Network- Michael Heumann stated that under the Technology Plan, the DE Committee is responsible for evaluating the Wireless Network at IVC. The DE Committee expressed their concerns regarding the IVC Wireless Network and stated that it is not reliable.

III. Action Items:

AP 4021- M/S/C (Leon/Wainwright) to approve AP 4021- Timeline for Developing and Delivering Online Course policy, as amended. This policy will be submitted to the Policies & Procedures Committee for approval.

IV. Discussion Items:

Meeting Schedule for Spring 2010- DE Committee meetings will be scheduled the 1st and 3rd Thursday of the month, from 9:00 to 10:00 a.m. starting February 18, 2010.

Position Paper Checklist and Plan for Spring 2010- The checklist was briefly discussed. Mary Jo Wainwright inquired if Instructors who develop a new online course will be awarded with a stipend. Michael stated that this may not be a possibility for the following academic year, due to our current budget situation. This matter will be further discussed during our next meeting.

V. Meeting was adjourned at 9:00 a.m.