

**Imperial Valley College
Distance Education Committee Meeting
Official Minutes
May 18, 2009**

Present:	Gaylla Finnell Mary Jo Wainwright Allyn Leon Omar Ramos Taylor Ruhl	Martha Olea Michael Heumann (Chair) Jeff Cantwell Deirdre Rowley Andres Martinez
Guest:	None	
Absent:	Gloria Carmona	Page Lovitt

The meeting was called to order at 3:30 by Michael Heumann.

I. Consent Agenda: The minutes for May 4 were not available. This item was tabled to the next meeting.

II. Reports/Updates

- a. Etudes training: Andres Martinez will be spending the summer in an Etudes internship. He should be a certified trainer by the end of July, allowing him to teach face-to-face Etudes instructor training. Deirdre Rowley and Allyn Leon will also be interning with Etudes later this year. Hence, we will have three different people on campus able to train faculty to use Etudes. It was emphasized that the recent swine flu epidemic brought the need for such training into sharp relief.
- b. Tech camp: There will be two different days for this year's tech camp. The first would be for beginners to train them on Etudes. The second would be for veteran DE instructors to allow them to reunite and share their common experiences. Michael asked Omar if he would get a signup form set up for Tech camp.
- c. Michael stated that he has been given one hour during the adjunct orientation in August to discuss distance education and Etudes. He will ask Andres and Omar to help.
- d. The ACCESO retreat was a big success. Everyone had a good time and a lot of useful information was gathered.
- e. The shell requests for DE is working well, but some classes are not showing up as online. Jeff, Omar, and Michael are working on this.

III. Action Items

None

IV. Discussion/Information Items

- a. Evaluation of DE courses: The language in the evaluation policy was modified considerably during the meeting, and it was decided to break the single policy into two policies: one to focus on evaluating course content and another to evaluate online/hybrid instructors. The teaching one would be connected to the larger issue of tenure review. Michael would email out revised versions of the policies prior to the next meeting.
- b. Timeline for DE Development: Allyn shared the timeline used at Arizona Western College for DE development. It covered six-to-eight months. Michael shared the current ACCESO timeline, which covered a similar time span but was designed with ACCESO money and incentives in mind. These two items were discussed, and it was decided that any revised timeline should cover a six-to-twelve month duration.
- c. Michael announced that the course load issue would be discussed at the next meeting.

V. Meeting adjourned at 4:30 pm.