

**Imperial Valley College  
Distance Education Committee Meeting  
Unadopted Minutes  
November 10, 2011  
9:00 a.m. – 10:00 a.m.  
Building 2700, Arts & Letter Conference Room**

**Present:** David Zielinski Martha Olea  
Andres Martinez Gaylla Finnell  
Mary Jo Wainwright  
Taylor Ruhl

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

**Visitors:** Deirdre Rowley

**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 October 6, 2011)** – M/S/C T. Ruhl/A. Martinez to approve the minutes as presented with one abstention. Motion carried.
  
- 2) **Contracting Enrolled Students via Student Email Accounts** – David Zielinski, Andres Martinez and others have been looking into the possibility of getting orientation information into Banner unsuccessfully. Plan B consists of sending a blanket email to enrolled students and then a follow-up email prior to the beginning of the semester. Instructors should ask students for a response to make certain emails are active and working. In an effort to send out the word and communicate, DE will be placing an announcement on the home page announcing the orientation schedule.

Mary Jo Wainwright requested that David or Andres sent out an email to the DE faculty with instructions on how to send out the blurb to the students. Additionally, a reminder a week ahead was also requested so the email does not remain in their stack. Mary Jo is concerned with new students being aware that they actually have this new email account and need to check it. The continuing DE students hopefully know but the new students especially in the fall, how will they know about this new email account?

Gaylla Finnell stated that the information is located on the web page but students do not always check it. This semester with the start of the new system, the new email accounts were automatically linked to the student's listed personal emails.

Mary Jo inquired if there is a possibility of placing flashing orientation information on the DE website a week before and the week of classes. Andres will ensure that the website covers the orientation information. Mary Jo is amazed that Banner does not have the capability of placing information on the electronic schedule. Mary Jo will be contacting a trainer from the previous college where she taught DE to inquire as to whether they too utilize Banner and if so, how they place text on their electronic schedule.

Martha Olea stated that IT is training students with the new email address and have experienced the emails not being linked with the student's personal email. Martha encountered this problem with several students whom she had to refer to Admissions & Records. According to Martha, it is not always the first initial and last name, sometimes you have to add some numbers. The Help Desk now has access to find email addresses for the students; however, IT does not have access to the student's passwords. Larry Valenzuela has created a PDF instructional guide to assist the students. In the interim, the Enterprise staff has been contacted to address this problem since they are in charge of emails. Martha also reminded the members to remind the DE instructors to refer calls to the IT Help Desk at Extension: 6300.

Taylor Ruhl informed the members that since Martha is no longer physically accessible to students the Library has received numerous Etudes questions. In lieu of this, several Library faculty and staff will be receiving basic Etudes training from Andres in January. This will provide an alternative support to DE regarding Etudes. Martha was asked to provide information to the Library staff on the most frequently asked questions which will be beneficial during the training.

- 3) **Proposal to Increase the Size of the DE Committee** – David reminded the DE members that Academic Senate President, Eric Lehtonen is urging the Senate sub-committees to clarify their membership as to the number of members, terms of service and when elections take place. A formal proposal will be generated to present to the Academic Senate. At the last DE Committee meeting, it was discussed and approved to add two more faculty members to the committee. Mary Jo feels there should be consultants on the DE Committee as well. Dr. Ruhl stated that there should be a better description of what DE wants the membership to be.
- 4) **Etudes 101 Update (Andres Martinez)** – Andres reported that the Etudes 101 class is coming along well. There are 10 attendees who have met two consecutive Fridays and are active on the discussion boards. The class will be ending on Friday, November 18, 2011. Starting the Etudes 101 class early in the semester has proven beneficial. The four week course seems to be less stressful.
- 5) **Ideas for DE Course Evaluation** – David feels that for the moment, the classroom observation form is serviceable for online course evaluations. Tina Aguirre has since evaluated Allyn Leon and Daniel Gillison and has forwarded ideas on how to change the course evaluation form. David has taken those ideas and also searched on his favorite Cape Fear Community College website to obtain other ideas as well. In addition, David has also searched Chico State to obtain other ideas.

David would like permission to continue to work with Tina Aguirre in order to come up with a prototype evaluation form. He inquired as to how this works with the union in developing such documents. According to Gaylla, since DE is a sub-committee of the Academic Senate, DE can develop recommendations that must be submitted to the Senate for review and are contingent upon negotiations. The evaluation forms and process will be negotiated in the spring for the next contract. Recommendations and suggestions for the evaluation form should be submitted for consideration.

Mary Jo inquired if when courses are being developed and before it goes live is it okay to have an evaluation prior to going live, versus the ongoing evaluation of a course. Gaylla stated that it was her understanding from this committee that it is expected that a course evaluation be done before any course is allowed to go online. Is this process formally occurring and who is on the evaluation committee? Mary Jo stated that there is a course in her division that is going live in the spring which she is unaware of the course ever being evaluated. Online courses continue to be placed on the class schedule before they are evaluated and approved. DE has a policy which states that all online courses must be evaluated and approved prior to being placed on the schedule. Deans should be reminded that no online courses should be placed on the schedule until they obtain authorization from DE.

Mary Jo suggests establishing evaluators to be called when a new course is ready to be evaluated. There are enough experienced trained online instructors who could be designated so the responsibility is shared and does not fall solely on the DE Coordinator. Deirdre Rowley stated that in the past when an instructor expressed interest in creating a new online course, a mentor was designated to provide support and answer questions prior to the course being evaluated and approved. Dr. Ruhl is asking that DE utilize him as a connection to the Instructional Deans and Kathy Berry for quality control on established policies.

David will continue to work with Tina in generating a prototype with the understanding that the current evaluation form is serviceable. Perhaps the recommendation could be reduced to a proposal for an addendum for online faculty evaluations. As far as course development is concerned, a recommendation could be made to the divisions that when a new online course is developed a DE team can be called on to evaluate the course. Taylor would like to review the current DE policy and decide if that is what DE agrees to continue to support and if so, be much more active in enforcing the agreed upon policy. David concurs that DE needs to reaffirm the entire evaluation process.

Andres is presently working with Nicole Rodiles who is developing an online Psychology class which will go live spring 2012 on the basis that her course passes evaluation. Mary Jo stated that once the class is enrolled on Monday (11/14/11), what will happen if the class is not good enough and fails. The course can always be added once it is evaluated and approved but Kathy Berry will not cancel an enrolled class. Andres stated that he normally works two semesters on developing an actual course but has received pressure from the hire ups to approve certain online courses. This is what happened with Kathy Rodriguez who in an emergency took over Armando Mendez's online enrolled class.

Gaylla stated that she feels strongly that established policy must be followed. If exceptions are presented then they need to go through a process for consideration. Taylor agrees that DE should reaffirm what the policy is and then submit it to the Deans and as an agenda item to the Instructional Council to remind the Deans and Chairs of the policy to be followed.

Taylor will be contacting Kathy Berry to ensure a zero cap is placed by David Poor on the online course by Monday so students will be unable to enroll in the class. If every DE class is offered on campus is there truly an emergency class that has to be offered as DE the response was absolutely

none. Following the proper process would serve as an incentive to online instructors to get their prospective course ready on time to be evaluated and approved.

6) **Reaffirming Training Role of DE at IVC –**

- a. **DE web page (cf. Cape Fear Community College)** – David reviewed Cape Fear’s Distance Education web page in regards to retention and success rates. The web page noted categories, Current DL Students, Future DL Students, DL Faculty, and Help Resources. Under Future DL Students it has types of DL courses very informative. Under special notes: computer requirements, self test are you ready for Distance Learning? There is also a handbook prepared for DL students. Link is noted on the agenda.
- b. **Flex/Staff Development** – David informed Kathy Berry that DE needs to work on some kind of Flex/Staff Development workshops. Some of the instructors who developed online courses developed the course years ago prior to the established policies.

Mary Jo has contact information for two very good presenters she saw and conversed with at the Etudes Summit. She recommends utilizing them for either a Flex/Staff Development day or for an ATLAS workshop.

7) **Etudes Summit (Collaborative “Project Site”)**

- a. “Terms of Engagement” – Key term utilized in the Etudes Summit workshops.
- b. Staying “inTouch” – Glenn Golden lead programmer is working on an android and iPhone application for instructors to stay in touch with their class. You can lead discussions and send announcements. Available this fall 2012.
- c. Course Map and Activity Meter Strategies – Being utilized in all kinds of creative ways.
- d. Student Evaluations via Etudes – Double edge sword; creepy on one side, useful on the other.

According to David, the Etudes Summit was overall a good conference. Mary Jo will be typing up her Etudes Summit notes as sort of best practice ideas and will submit them to David for review.

8) **ICOE – Cisco – RUS Distance Learning Grant** – DE has no interest in pursuing this grant.

9) **CCCO Distance Education Report (April 2011)** – Jobs are being preserved. This report could be utilized to justify and reaffirm DE’s reaffirmations. The report stated the following seven recommendations:

1. The state system should conduct a feasibility study regarding the implementation of a DE technology fee.
2. The system should submit a fund for instructional improvement budget change proposal for 2012 – 2013.
3. Colleges should support the identification of educational pathways for students pursuing degrees through DE.
4. Student authentication policies.
5. Academic integrity for DE.
6. Colleges should be reminded of accreditation requirements regarding DE.
7. Colleges should conduct a self assessment audit of all their student services for telecommunication interactivity.

10) **USDE Learning Powered by Technology Report (2010)** – New meta-analysis report released by the Department of Education. The study found that students that took all or part of their instruction online performed better on average than those taking the same course through face to face instruction. Interesting that a major report from the federal government would note such results when at IVC success is completely the opposite.

11) **Other** - None

12) **Adjournment** – The meeting adjourned at 10:05 a.m.

The next meeting of the DE Committee is scheduled for **Thursday, December 1, 2011** at 9:00 a.m. in the Arts & Letters Conference Room, Building 2700.