Distance Education Committee Agenda
April 15, 2010
9:00 AM in 303 (Academic Senate room)

Consent Agenda

1. Minutes of the March 18, 2010, and the April 1, 2010, meetings

Reports/Updates

1. Multimedia room update
2. Etudes 101 & 201 update
3. Etudes class shells for Summer/Fall
4. DE Department meeting/workshop
5. Other

Action Items

1. DE Coordinator job description

Discussion/Information Items

1. IVC wireless
2. Reviewing DE evaluation form
3. Other

Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
March 18, 2010

Present:	Michael Heumann	Allyn Leon
	Taylor Ruhl	Andres Martinez
	Jeff Cantwell	Val Rodgers
	Gaylla Finnell	Mary Jo Wainwright
	Martha Olea	Deirdre Rowley
	Ralph Marquez	

Not Present: Martha Garcia, Omar Ramos, Paige Lovitt

Visitors: Sidne Horton, Wayne Wright, Dawn Chun

The meeting was called to order at 9:03 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Martinez/Marquez) to approve the minutes for February 25, 2010 and March 4, 2010.

II. Reports/Updates:

1. **Multimedia room update-**Andres Martinez will schedule a meeting to evaluate if the media equipment that IVC owns needs to be upgraded or if new equipment needs to be purchased. Moreover, Andres is inquiring about purchasing new equipment for the multimedia room that will be located in room 2751. Gordon Bailey will be invited to the meeting to provide technical advice.
2. **Etudes 101-**Andres Martinez informed the DE Committee that seven people are registered for the upcoming ETUDES 101 training that will commence on Friday, March 19, 2010. Additionally, he mentioned that four additional faculty members were interested; however, they were unable to register due to a time conflict. Michael Heumann recommended that deans complete Etudes 101 in order to gain an understanding of the program, since they will be evaluating online instructors. Taylor Ruhl suggested that deans complete Etudes 101 training and Banner training. Taylor asked Jeff Cantwell if Banner training for deans can be provided. Michael suggested that deans complete a full day of training, which includes half day of Etudes training and half day of Banner training.
3. **DE Veteran's workshop-**Michael Heumann informed the DE Committee that the DE Veteran's workshop will probably be held on April 16, 2010 from 9:00 a.m. to 12:00 p.m. Val Rodgers offered the computer lab located in room 902. Michael mentioned that the computer lab located in room 2610 is also a viable option. Michael stated that this discussion will continue during the next DE Committee meeting to determine who will be participating.

4. **Other-**

DE Positions Papers-Michael Heumann presented the DE position papers during the last Academic Senate Committee meeting and stated that some faculty disagreed. He stated that the item was tabled and will be discussed during the next Academic Senate Meeting scheduled for April 21, 2010.
Additional Committee-Michael Heumann stated that it may be necessary to develop a third committee that will have the responsibility of merging the Technology Planning Committee and the Distance Education Committee. Taylor Ruhl stated that he would like to form the Learning Services & Instructional Committee.
Etudes Summit-Michael Heumann stated that Dr. Gould will be the keynote speaker during the upcoming Etudes Summit. Andres Martinez, Sidne Horton and David Zielinski will be attending the Etudes Summit this year. Michael shared the experience he had last year during the Etudes Summit.
Online orientation information-Michael Heumann stated that online orientation information will be posted on the DE website. Valerie Rodgers stated she emailed Omar Ramos to request that he post the information. Moreover, Ralph Marquez stated that registration for Summer courses will begin in May.

III. Action Items:-No action items.

IV. Discussion Items:

1. **Distance Education department job descriptions-**Michael Heumann described the DE Department Chair job description and requested that the DE Committee review the description and email him with additional changes or suggestions. Michael stated that the final DE Department Chair description must be presented to the Academic Senate. Taylor Ruhl stated that the description must include who the DE Department Chair will report to. Mary Jo Wainwright suggested that the DE Department Chair should work closely with other department chairs to approve online courses and evaluate them. Michael stated that it is imperative that other faculty members be educated in regards to Distance Education and online teaching. Valerie Rodgers stated she will make a presentation to the Board of Trustees upon the conclusion of ACCESO. Michael stated that other DE job descriptions will be discussed during the next meeting.

V. Meeting was adjourned at 10:03 a.m.

Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
April 1, 2010

Present:	Michael Heumann	Allyn Leon
	Taylor Ruhl	Andres Martinez
	Val Rodgers	Mary Jo Wainwright
	Gaylla Finnell	Martha Garcia

Not Present: Omar Ramos, Paige Lovitt, Jeff Cantwell, Deirdre Rowley, Martha Olea

The meeting was called to order at 9:05 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Leon/Wainwright) to approve the minutes for March 18, 2010.

II. Reports/Updates:

1. **Multimedia Room Update**-Michael Heumann reported that the equipment that will be installed in the multimedia room located in room 2751 was approved by Dr. Gould and has been ordered.
2. **Etudes 101**-Andres Martinez reported that 8 faculty members will complete Etudes 101 on Friday, April 2, 2010. An additional Etudes 101 will be scheduled in May 2010.
3. **DE Veteran's workshop**-Michael Heumann informed the DE Committee that the DE Veteran's workshop will probably be held on April 30, 2010 from 9:00 a.m. to 12:00 p.m. Michael stated he will email the Online Instructors to inform them.
4. **Other-**
   DE Policy-The Policies and Procedures Review Committee approved the DE policy. Furthermore, the DE policy will be reviewed by the College Council Committee.
   Resolution to Support DE Department Chair position-Michael Heumann stated he will develop a resolution to support the DE Department Chair position versus the DE Coordinator position. Michael stated that the DE Committee will vote on this resolution during our next DE Committee meeting, scheduled for April 15, 2010. Michael stated he will schedule a meeting with Kathy Berry to discuss this matter and will include Val Rodgers and Taylor Ruhl.
   DE position papers-Michael Heumann stated that he will develop a DE package containing DE position papers and submit it to Academic Senate on April 21, 2010.

III. Action Items:-No action items.

IV. Discussion Items:

1. **Distance Education department job descriptions-**Michael Heumann described the revised DE Department Chair job description. Additional changes were requested. Michael stated that the final DE Department Chair description will be presented to the Academic Senate. Michael stated that other DE job descriptions will be discussed during the next meeting.
2. **Regular effective contact-**Title 5 Education Code Section 55204 describes Distance Education guidelines for California Community Colleges. This policy will be modified and submitted to the Policy and Procedures Review Committee for approval.
3. **DE faculty survey-**Michael Heumann stated that Val Rodgers and Andres Martinez will collaborate with him to develop a Distance Education survey for all instructors.
4. **DE student survey**-Michael Heumann stated he will develop a DE student survey, create a link and email the link to all online instructors and request that online students complete the survey in the near future.

V. Meeting was adjourned at 9:55 a.m.

Committee: DE Committee
Committee Topic: Distance Education Coordinator

Distance Education Coordinator

Statement of Current Policy

- Currently, the Distance Education Coordinator position is funded through the ACCESO grant as an extra-duty contract.
- ACCESO's grant ends in June 2010, so a need to institutionalize this position within the college infrastructure is paramount.

DE Committee Involvement and Previous Actions

- The DE Committee discussed this issue at its March 18, 2010, and its April 1, 2010, meetings.
- A job description for the Distance Education Coordinator was developed and discussed at these meetings.

DE Committee Position

- The DE Committee feels that this position is of utmost importance for the future success of the distance education program. Without a central person leading the program, there is a fear that distance education will lose its focus and stagnate.

IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE that the best practice for Imperial Valley College is as follows:

- The Distance Education Coordinator position should be established to oversee and coordinate the Distance Education department. The job description is attached to this document.
- This position should be a 188-day position in order to better coordinate the setup of online classes prior to the beginning of each semester.
- The Distance Education Committee, in consultation with the Vice President of Academic Services and the Academic Senate President, should select the coordinator.

NOTE: It is acknowledged that all matters pertaining to hours, wages, and working conditions must be negotiated between the District and Union. The position of the DE Committee is provided to assist in the development of best practices for Imperial Valley College and in no way attempts to bypass the process of collective bargaining.

CERTIFICATION

I hereby certify that the above position statement was approved by the DE Committee on _____, 2010.

_____
Signature of Chair

IMPERIAL VALLEY COLLEGE
JOB DESCRIPTION: DISTANCE EDUCATION COORDINATOR

Proposed Spring 2010 – Subject to Negotiations

INTRODUCTION: The DE Coordinator is the tenured faculty lead for the Distance Education Program. A 188-day contract is needed in order to better coordinate the setup of online classes prior to the beginning of each semester. The Distance Education Committee, in consultation with the Vice President of Academic Services and the Academic Senate President, should select the coordinator. The Coordinator must be able to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the program. The Coordinator must possess knowledge of curriculum development, student learning outcomes, program review, schedule development, FTES, FTEF, and the rules and regulations of the California Community College System.

The DE Coordinator reports to the Dean of Learning Services and Information Technology.

REPRESENTATIVE DUTIES

Curriculum:

1. Serve as department representative on the Curriculum and Instruction Committee
2. Serve as a resource to the Curriculum and Instruction Committee in the approval process for distance education curriculum.
3. Work with the Curriculum and Instruction Committee to ensure new curriculum meets state guidelines for distance learning.
4. Evaluate course quality and regular effective contact for all distance education courses to ensure quality.
5. Identify and recommend new distance education courses, programs, and faculty.
6. Facilitate development, implementation, and assessment of the Student Learning Outcomes at the program and institutional level as appropriate

Program Review/ Accreditation and Planning:

7. Facilitate Program Review in collaboration with distance education faculty
8. Participate in accreditation reports as appropriate
9. Provide various reports and /or information to Division Deans or Vice President of Academic Services. Gathers and reports data for distance education on learning outcomes, retention, and other quality control topics as necessary
10. Work with the Division Deans to provide data, information on budget development

Personnel:

11. Initiate justification for additional staff and participate in the selection of prospective staff members within the academic area as per district hiring procedures as appropriate.
12. Mentor new distance education faculty.
13. Oversee faculty/staff development activities for DE faculty, including Etudes 101, Etudes, 102, and workshops for veteran instructors.
14. Assist instructors with CMS orientation for students.
15. Support faculty on CMS and teacher training issues.
16. Communicate with faculty and students regarding scheduled and unscheduled downtime for CMS and other distance education related systems such as the campus email system.
17. Coordinate distance education course evaluation and improvement effort.
18. Provide input to the Division Dean on the evaluation of department support staff.
19. Compile, monitor, and revise distance education course information for the class schedule, Webstar and the DE website, including orientation meetings, exam meetings, and other face-to-face meetings.
20. Compile instructor comments for posting on DE website.
21. Provide budget information to the Division dean and collaborate on budget development and management.

Distance Education Program Development & Coordination

22. Coordinate the establishment of goals, objectives, and priorities for distance education; develop and manage the Distance Education program in collaboration with the Distance Education Committee, division deans, and department chairs.
23. Represent Distance Education at district meetings, such as College Council, Academic Senate, Curriculum and Instruction, Instructional Council, and the Technology Planning Committee.
24. Provide assistance with the development of grants that support distance learning.
25. Chair Distance Education Committee.
26. First point of contact to resolve complaints and/or conflicts from faculty and students in regards to distance education courses and/or staff.
27. Oversee the work of the Instructional Media Designer and DE technical support technician.
28. Monitor developing trends, emerging technologies, and services in distance learning.
29. Serve as the college Distance Education liaison to other educational institutions.
30. Attend campus functions, such as Career Day and College and University day, to promote Distance Education.
31. Represent the college at professional distance learning organizations and conferences.

Technical Program Development: CMS Administration, Enrollment, & Support

1. Oversee the Distance Education web site.
2. Coordinate all technical aspects of program development.
3. Participate in negotiation of CMS contracts.
4. Forecast CMS upgrades and update needs.
5. Coordinate administration of CMS system.
6. Support instructors regarding CMS issues with assistance of technical personnel.
7. Create and monitor semester timeline for management of CMS courses and enrollment of all users in CMS.
8. Monitor and troubleshoot Banner/CMS data integration.
9. Confer with IT personnel to implement improvements and resolve problems related to the CMS.
10. Represent Distance Education in collaborative initiatives with District Information Systems staff, such as District portal development.

Minimum Qualifications:

1. Must be a Full-time, Tenured Faculty member in good standing with the district
2. Ability to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the department and/or program
3. Knowledge of curriculum development, student learning outcomes, and program review
4. Ability to analyze data for curriculum revision, program review and other reports as needed.
5. Proven expertise in current distance learning pedagogy and technology.
6. Familiarity with the ETUDES NG course management system.
7. Familiarity with distance education course management systems.
8. Knowledge of the Banner Student Administrative System.
9. One year of online teaching experience.