# Imperial Valley College Distance Education Committee Meeting Approved Minutes March 4, 2010

**Present:** Michael Heumann Allyn Leon

Taylor Ruhl Martha Garcia Mary Jo Wainwright Paige Lovitt Deirdre Rowley Jeff Cantwell

**Not Present:** Omar Ramos, Val Rodgers, Gaylla Finnell, Andres Martinez, Martha Olea

**Visitors:** Dr. Ed Gould, Sidne Horton, Wayne Wright

The meeting was called to order at 9:02 a.m., by Michael Heumann (Chair).

## I. Consent Agenda:

1. M/S/C (Leon/Wainwright) to approve the minutes for February 18, 2009.

## II. Reports/Updates:

- 1. **Etudes Users Summit-**Michael Heumann informed the DE Committee that Sidne Horton, Andres Martinez, David Zielinski, Dr. Gould and he will attend the Etudes Users Summit.
- 2. **Etudes 101-**Michael Heumann stated that the next Etudes 101 will start in March or April.
- 3. **DE Veteran's Workshop-**Michael Heumann stated that the DE Veteran's Workshop will be held during the Spring semester, possibly on a Friday morning. He stated that the workshop will train Distance Education faculty about the new features and changes to Etudes.
- 4. Other-

**Etudes Internship**-Allyn Leon stated he completed the second portion of the Etudes Internship and is pending to receive certification.

# **III.** Action Items:-

- 1. M/S/C (Leon/Wainwright) to approve Right of First Refusal position paper.
- 2. M/S/C (Leon/Wainwright) to approve Evaluation of Online or Hybrid Faculty as part of the Tenure Review Process position paper, as amended.
- 3. M/S/C (Leon/Wainwright) to approve Stipend for DE Development position paper, as amended.
- 4. M/S/C (Leon/Wainwright) to approve Intellectual Property Rights for DE Instructors position paper.
- 5. M/S/C (Leon/Wainwright) to approve Sick Leave for Instructors position paper.

### **IV.** Discussion Items:

- 1. **DE Faculty Survey**-Michael Heumann informed the DE Committee that he will develop a survey to administer to the DE faculty to determine the additional steps necessary to successfully transition from ACCESO to Distance Education. He would like input from the DE Committee to suggest questions and concerns that should be addressed. Allyn Leon questioned if My Workspace in Etudes can be configured for each college to use this area more efficiently. Dr. Gould agreed and stated that the DE Committee should continue to refer to the Master Plan and the Technology Plan.
- 2. **Distance Education Coordinator Position**-Michael Heumann stated that the DE Coordinator duties have to be clearly defined and that the selection process for the DE Coordinator should be defined as well.
- V. Meeting was adjourned at 10:00 a.m.