



school is the same size as IVC has a post Measure J building set up under Student Services. It is a full comprehensive testing center which encompasses exam proctoring.

Omar Ramos informed the members that he had taken a couple of exams at AWC. Jeff Cantwell inquired as to the formal process. Was a sign in required or was there someone there to oversee the testing? There is a lobby area where you check in, but since the test is computer based, there was someone there to start the process and then subsequently left.

Bruce Seivertson stated that at the school where he taught there was a Dean of Library and Distance Education and an actual testing room in the Library. An individual signed you in, checked your ID and proctored all the exams for DE. David explained that the issue is due to budgetary cuts. The Learning Services – Study Skills Center is unable to provide the service that is demanded. The Assessment Center was being considered as a first step in evolving toward a dream Assessment Center. How do we deal with an online instructor who might have a whole class that needs to take an exam? If they want to come on campus, where do we find them a space, and provide a three to five day window to take the test. As students come in there is someone there to proctor, check ID's, sign them in and out and work on a computer supervised. Ultimately DE is trying to find a solution for DE instructors, but this problem may include other instructors as well.

Mary Jo Wainwright stated that she had just finished giving online exams and had students coming in for three days those who could not make the scheduled time. Mary Jo says it works out and that as a teacher that is part of your job. The question is how pressing is this issue? How many instructors really need a whole class proctored? Evidently, the instructors who expressed concern have opted to pursue online testing. Mary Jo suggests having a workshop on giving online tests. However, there is an issue with students being able to print out test questions once they complete taking the test in Etudes that is of concern.

Jeff suggested that if there is a whole class to test that the instructor could possibly reserve one of the labs such as the Language Lab. According to Jeff, there may be a countywide solution. There may be a county need for an Assessment Center.

- 4). **Coordination of Orientation Data—Update** – David is in the process of gathering the information from the Department Secretaries for DE classes. The information will be forwarded to Matthew Thale in order to get it published. Andres will be the liaison with faculty.
- 5). **ATLAS Grant Training Plans (Dr. Heumann)** - David recently met with Michael, Andres, Mary Jo and Val Rodgers regarding the ATLAS Grant training plans. The follow-up meeting was cancelled until next Tuesday. The discussion involved as to when the trainings would take place and how many

days of training would be offered per semester. The consensus is that 2 days of training will be offered one semester and 3 days the following semester. Since the Faculty Flex Day is scheduled for January 27, 2011, the plan is to schedule the first training in February. There was also discussion on the topics for training. Michael sent out a list of the possible topics which will be discussed further on Tuesday. There are 21 topics consisting of video conferencing, smart classrooms, how to motivate students, SLO's, effective syllabi, electronic portfolios, etc. The topics are still open for discussion.

David would like to set up a huge master Etudes website that has every bell and whistle built into it. It could be a collaborative project as a demo site. Allyn stated that there is an existing site which is not a demo site, but a site which was used to train teachers. It has modules on how to use Etudes in addition to sample modules that other instructors have used. Additionally, it has announcements, discussion boards, testing, how to grade discussions, etc. As they have added features some of the extras have been implemented into the modules. David will be looking into possibly resurrecting these modules. David also encourages anyone who has ideas for training topics to be sure to attend the meeting on Tuesday at 4:00 p.m. in the Arts & Letters Conference Room.

- 6). **DE Training in January 2011** – DE Training has been rescheduled for February 2011.
- 7). **“Right of First Refusal” Clarification** – David received e-mails requesting clarification on the “Right of First Refusal”. Unfortunately, the individuals who sent the e-mails were not in attendance. According to David, it is straight forward. “Right of First Refusal” gives priority to the instructor who develops the class.
- 8). **Other** – At the last DE meeting David was asked to send the DE Committee meeting agenda and minutes to additional individuals. Since All-Users is in the process of being revamped, David will instead develop a distribution list to include all DE faculty.

Bruce was asked to inquire if there will be a stipend for the Etudes training like there has been in the past. Mary Jo informed Bruce that through the ATLAS grant stipends would be able to be paid; however trainings would have to be set up outside the regular semester. Trainings would have to be scheduled on Saturdays during the semester or scheduled before the start of the semester.

Actually, Bruce was inquiring about stipend payment for developing a DE course. David stated that he had spoken to Dr. Ruhl regarding the DE budget amidst the reorganization to pay DE instructors who have already developed a class. There is money in the budget to pay Armando Mendez and to purchase some supplies, but not to pay future stipends unless it comes out of the ATLAS grant. David will look into the stipends. In order to obtain a stipend, the DE

class needs to be completed, evaluated and the CD submitted. Each stipend is \$540.00 per unit.

9). **Adjournment** – The meeting was adjourned at 9:58 a.m.

The next meeting of the DE Committee will be **Thursday, November 4, 2010**, at 9:00 a.m. to 10:00 a.m., in the Arts & Letters Conference Room.