Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
April 7, 2011
9:00 a.m. – 10:00 a.m., Arts & Letters Conference Room

Present:	David Zielinksi	Gaylla Finnell
	Andres Martinez	Allyn Leon
	Martha Olea	Michael Heumann

Not Present: Jeff Cantwell
Ralph Marquez
Mary Jo Wainwright
Paige Lovitt
Brian McNeece
Omar Ramos
Taylor Ruhl

Visitors: Todd Finnell

Recording Secretary: Toni Gamboa

The Distance Education Committee meeting was called to order at 9:06 a.m. by David Zielinski, DE Coordinator.

1). **Welcome and Approval of Minutes** – M/S/C A. Martinez/M. Olea to approve the minutes of March 3, 2011 as presented with 1 abstention.

2). **Status: Gathering DE Schedule Data for Summer and Fall** – Summer is still pending. Limited classes if offered. It will be easy to obtain data since the offerings will be few. David informed the members that there are tentatively 14 online classes that will be taught.

According to Todd Finnell, all options regarding Summer Session are still on the table at this time. One option being no Summer classes except for certificated programs that need to have certain classes. Another option discussed, is to scale back 200 FTES and the third option is something in between options 1 & 2; however, a decision must be reached by sometime next week.

3). **Etudes 101 and New Course Development (Andres Martinez)** – Last Friday, Andres Martinez began the latest session of Etudes 101. David was impressed with Andres's presentation and the model course he is utilizing. There were 11 instructors who attended and additional instructors who will not be attending the basic meetings but following the class online. David and Andres went down the roster inquiring what each instructor's intention was in taking the class. The majority were basically attending on

their own with prior approval from their Dean or Division Chair to create a necessary course. Nicole Rodiles will be creating the Psychology course which is the last piece to the GE puzzle. Michele Seivertson will be creating the online Geography course. Gaylla Finnell inquired if instructors anticipate doing web enhancement as their motivation for taking the class. Andres informed Gaylla that various instructors expressed interest in utilizing it as a supplement.

4). **Video Repository and Digital Textbook Repository (Allyn Leon)** – David and Allyn Leon met to discuss a video repository and review the numerous websites available. David's idea was to collect some useful sites where instructional videos can be found. There are many sites such as YouTube.edu, Ted::Talks (), Thinkfinity, and Khan Academy which holds over 2,000 instructional videos ranging from advanced math, science and economics, history, etc. The idea is to create a list even a PDF file to click on to the links. Then David thought perhaps it could be an ATLAS endeavor. In the meantime, Todd emailed David referencing EduStream a repository which was discussed at a conference he attended which pertains to a host of streaming capabilities for storing videos, basically a consortium. Discussion followed regarding the possibility of the repository becoming an ATLAS endeavor.

Todd stated that the endeavor could be an overwhelming challenge given the hundreds of thousands of videos within various collections. Todd recommends creating some sort of matrix with the understanding of which ones have a sweet spot for certain types of content. Even considering which criteria would be helpful to the faculty in flagging each one in the matrix. Additionally, it would be much easier if when utilizing a repository, there would be an embed code with an established link for easy access.

Todd suggested taking a look at EduStream which is a content repository and if IVC goes into the business of developing content, it is a polished product to consider. It is based out of San Bernardino Community College District focused on California Community Colleges which is a plus.

Gaylla expressed concern regarding the video captioning accessibility. She would like technology to get to the point where there would be quality visual documentaries in each course and have transcript captioning as well. Todd recommended that Gaylla review EduStream which has captioning and accessibility build into it.

Additionally, Gaylla would like to have a site where faculty can share resource materials. Andres informed Gaylla that Etudes has a built in capability with access to the resources available. This information would be beneficial to faculty teaching traditional classes as well. Todd stated that once the faculty portal is revamped this is a functionality that needs to be built into the portal. This would allow the faculty to share and promote good resource materials.

A digital textbook repository was also discussed. According to Todd, within the Community Colleges there are some well established repositories of open source freely

available digital textbooks. Todd will provide several links for members to view the sources that are available.

5). **Official DE Committee Membership and Terms of Service** – Allyn wrote an email to Kevin White regarding his membership on DE. There was confusion as to how many representatives can serve since Gaylla and Mary Jo Wainwright were elected to serve on the committee. There is poor communication regarding the membership and terms of service. According to Michael Heumann, the Academic Senate elects the faculty and the bylaws have a two year term limit. In the meantime, David will schedule to meet with Kevin to clarify the confusion.

6). **Branded Google Apps for Education at IVC** – Recently David received an email from Omar Ramos with a branded Google Apps. He is in the process of experimenting with his Collaborative Writing class but has been informed that institutionally this branded Google Apps will not be supported. Todd stated that it is important to determine what the needs are and what we are trying to accomplish. There should be concern with having too many things we are trying to support and the confusion that it adds. In terms of productivity suites, there is consideration to have open source productivity suites such as Open Office. The challenge institutionally is that everything must be tightly integrated in order to maintain control of provisioning.

7). **Information Items**:

a. **Etudes Summit in Long Beach, 5 and 6 May** –
   - David, Andres and Allyn to attend the Summit. Great agenda two days of workshops.

b. **Technology Plan Development: UPDATE** -
   - Gaylla stated that in reviewing the Technology Plan which has set goals and objectives, it would be great to have a cohesive DE plan of action with objectives now that DE has transitioned into the district.
   - The existing Technology Plan is primarily an IT campus plan rather than a DE or Instructional Technology plan. There is a void.

c. New Video Equipment for DE MediaSite -
   - HD video camera, computer equipment and software to be purchased once journal vouchers are approved.

d. **Etudes Membership and Support Costs** -
   - Renewal invoice of $59,500 will be paid.

e. **Completion of DE Survey for Chancellor's Office** -
   - David completed and submitted the online survey.

f. **State Parks and LMS Review: Meetings Next Week** –
   - Monday, Todd to give a presentation on the State Parks connection with video conferencing and how it may be another way to utilize technology on campus.
   - Thursday, LMS Review meeting to start a conversation regarding LMS direction. Review strategy and validate whether Etudes is the right platform.

8). Other - None

9). Adjournment – The meeting was adjourned at 10:05 a.m.

The next meeting of the DE Committee will be held on Thursday, May 12, 2011, at 9:00 a.m. in the Arts & Letters Conference Room.