

**Imperial Valley College  
Distance Education Committee Meeting  
Unadopted Minutes  
June 2, 2011  
9:00 a.m. – 10:00 a.m.  
Building 2700, Arts & Letters Conference Room**

Present: David Zielinski Taylor Ruhl  
Michael Heumann Gaylla Finnell  
Martha Olea Allyn Leon

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

Visitors: None

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 May 12, 2011)** – M/S/C  
G. Finnell/M.Olea to approve the minutes of May 12, 2011 as presented.
- 2). **Substantive Change Report** – David stated that he and Dixie Krimm have been working on an analysis of the 66 classes offered online. Attention has been placed on looking into the catalog and classes that are offered for different majors, programs and certificates. If a student has an option of taking more than 50% of those classes to achieve a goal in one of the majors or programs, then a substantive change report must be filled out. The scheduled deadline is the middle of December.

The information will be useful since after meeting with the Dean's as per Kathy Berry's invitation there was concern as to how each division is doing, what the plan is, and in what direction each division is heading in down the line. Behavioral Science has 15 of the classes, English has 7, and Art has 7. Once the information is collected by David and Dixie, the information will be shared with the Dean's and Department Chairs.

According to David, students should have an option. Gaylla Finnell stated that one of the questions asked at her division meeting was what if the course is only offered online? According to Gaylla, it is her understanding since ACCESO and on, that there is a set policy stating that at least 50% of course offerings had to be face to face. If there are 10 sections offered then you could not have more than 5 online courses. Michael Heumann stated that Ed Code stipulates that if you offer an online course you need to offer a face to face within a calendar year. Local policy may override this by making it more descriptive to clarify accordingly. DE's challenge is to provide a policy to clarify this issue.

DE will have to generate a policy to adhere to Ed Code and adjust locally to suit IVC. Taylor Ruhl noted that this policy will have to go through Curriculum.

- 3). **Etudes Training/ATLAS (Course Map and Activity Meter)** – David and Michael spoke about ATLAS and DE collaborating to provide trainings on Course Map and the Activity Meter. There is significant development evolution with Etudes interface to help individuals utilize these two features. In utilizing and resetting tabs, there are only four tabs which can be utilized. There is an array of Wiki's and other features. David proposes having trainings of not only the new features but a refresher of Etudes features and functionalities. There are three individuals who are certified Etudes trainers; Andres Martinez, Deirdre Rowley, and Allyn Leon who are skilled and could provide such trainings. Trainings are on the horizon.

- 4). **Information Items:**

- a. **Meeting with Deans and Vice-President (May 25, 2011)** – Numerous messages were sent out to invite all the Deans to attend this scheduled meeting. Unfortunately, not all the Deans were present. David's presentation included the need to have the Deans make an effort to evaluate online classes since some classes have never been evaluated. The idea is to have a Program Review with a one year vision and a Comprehensive three year vision of what each division wants to do with online classes.

In addition, prior to the meeting and once again at the Academic Senate meeting, Kathy Berry shared a letter she received from Barbara Beano containing follow-up information from the U.S. Board of Education issuing new regulations regarding state authorization of Distance Education programs. This information according to David is even more motivation for the evaluation step to make sure that the classes offered measure up to the standards stipulated.

Taylor stated that he feels the presentation needs to be repeated in the Fall. It will take at least another year to get this information squared away.

Gaylla shared how at their Behavior and Social Sciences department meeting, the development of a long term DE plan was discussed. Each one of the departments will be looking into devising such a plan to include course development and course offerings. During the meeting, Carol Lee brought up the point that USC and USD do not accept online courses as transfer courses. Here then is yet another reason why it is important to have face to face offerings of the online courses.

**b. Collection of Orientation Data: Progress Report** – David is working with Matthew Thale and Andres along with the Division Secretaries to collect the orientation data. There is still data to collect. David will work on obtaining the data from the individuals who have not yet submitted their data.

5). **Other** –

- Andres has a new computer. The computer was purchased in order to facilitate instructors with video production.
- Cathy Zazueta approached David regarding the Embedded Librarian program. The plan is to implement a pilot program where Cathy would be working with David's English 101 online class and Frank Hoppe would work with Robin in English 10 a face to face class. The Embedded Librarian pilot program consists of assigning a librarian to a class to be part of the teaching team. It places a librarian right in the midst of where the user is to teach research skills whenever and wherever instruction is needed. This program is being tested and depending on its success, will be available for other classes in the future.
- Gaylla informed the members that one of the comments made at the department meeting while discussing DE was that maybe the goal was to have all courses available online. Gaylla's respond was that web enhancement is something DE is encouraging for the faculty not the development of online courses for all subjects. Web enhancement would improve communication and would bring technology into the classroom. Taylor stated that if it is not noted in the Educational Master Plan it is not being considered as part of the plan.

6). **Adjournment** – The meeting was adjourned at 9:37 a.m.

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