

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
September 10, 2012
1:30 p.m. – 2:30 p.m.
Building 2700, Arts & Letters Conference Room**

Present: David Zielinski
Mary Jo Wainwright
Martha Olea
Melody Chronister
Michael Heumann
Paige Lovitt
Todd Finnell
Andres Martinez

Not Present: Ralph Marquez (Excused)
Allyn Leon (Excused)

Visitors: Todd Finnell

Recording Secretary: David Zielinski

The Distance Education Committee meeting was called to order at 1:30 p.m. by David Zielinski, DE Coordinator.

- 1) **Welcome** – David Zielinski welcome the group to a new year, The Year of Blackboard.
- 2) **Quick Discussion** – The group discussed meeting times and dates. Using the new Campus Hour was suggested for future meetings.
- 3) **Summary of DE-related Activity Since Beginning of New Semester** – Zielinski provided the group with an update on DE-related events since the advent of Blackboard on campus. Work continues on updating the Substantive Change Proposal revision. The revision of this lengthy document is due by November 14th. A minimal number of online classes are being offered during the fall semester, as the college makes the transition to Blackboard. ATLAS training continues for faculty. The last training event was held the week before the beginning of the fall semester, and Blackboard fundamentals were emphasized. Since Blackboard is available on the desktops of all faculty and not merely available to those teaching online, it was decided to offer training aimed at a more general audience. Andres Martinez continues to be overwhelmed with calls and emails for assistance, but the number of requests is leveling off. Omar Ramos, David Zielinski, and other faculty are also helping out with these requests for help.
- 4) **Reaffirmation of DE Committee Goals and Objectives** – Zielinski provided copies of the DE Committee’s original statement of purpose. The group agreed to remain focused on the guidance offered by this document, seeing no need to revise the document at this time, despite the switch to the new LMS.
- 5) **Current Projects** – Zielinski briefed the group on five ongoing projects he is currently coordinating. First, he explained that the new Institutional Research, Jill Nelipovich, is engaged

in gathering data for analysis in the updated Substantive Change Report. He expressed gratitude for the help that DE is receiving from the new IR. Next, Zielinski described the effort to revise the New Course Creation Policy. Easy edits include the deletion of all references to Etudes. But another fundamental revision is the inclusion of an additional step in the process. Representatives of the DE Committee will serve as an arm of the Curriculum Committee to scrutinize courses in development prior to final approval by the Curriculum Committee. Zielinski has been discussing this matter with Michael Heumann, the Chair of the Curriculum Committee. Next, Zielinski mentioned that he has been attending the weekly Enrollment Management meetings, working with Chairs and Deans to help prepare the spring schedule and factoring in the need for online courses. Thereupon, the group talked about future Blackboard training events and the support situation. As a final note, Zielinski described the Chancellor's Office most recent DE survey effort.

6) **Other** – None

7) **Adjournment** – The meeting was adjourned at 10:03 a.m.

The next scheduled meeting of the DE Committee, pending group approval:

Thursday 1 November 2012 during Campus Hour (12 – 1 p.m.)