

Distance Education Committee Agenda  
October 15, 2009  
8:00 AM in the Board Room

Consent Agenda

1. Minutes of the September 17, 2009 meetings

Reports/Updates

1. Face-to-Face Etudes 101
2. DE Website (Andres)
3. Position Paper Template
4. Other

Action Items

1. Course Load for DE Instructors Position Paper

Discussion/Information Items

1. Online Office Hours
2. Winter and Summer session online loads
3. Class Caps for Online classes
4. Online midterms and finals
5. Right of First Refusal
6. Evaluation of Online or Hybrid Faculty
7. Stipend for Developing DE Courses
8. DE Drop Policy
9. Other

**Imperial Valley College  
Distance Education Committee Meeting  
Unofficial Minutes  
October 1, 2009**

**Present:** Michael Heumann Mary Jo Wainwright  
Deirdre Rowley Allyn Leon  
Martha Garcia Paige Lovitt  
Gaylla Finnell Andres Martinez  
Martha Olea Jeff Cantwell  
Taylor Ruhl

**Not Present:** Omar Ramos, Val Rodgers

**Visitors:** Armando Mendez, Ralph Marquez

The meeting was called to order at 8:06 a.m., by Michael Heumann (Chair).

**I. Consent Agenda:** M/S/C (Leon/Finnell) to approve the minutes for September 17, 2009.

**II. Reports/Updates:**

1. **Face-to-Face Etudes 101** – Andres Martinez is certified to teach Etudes 101 and is currently working with Vivi to develop the course. The course will be taught three consecutive Fridays. Deirdre Rowley and Allyn Leon are currently in the process of getting certified.
2. **DE Class Scheduling** – Val Rodgers, Jeff Cantwell, Mathew Thale and Michael Heumann met to discuss the problems with DE class scheduling. To solve the **problem of class conflicts** for students, TBA will be inputted for days and times into the Banner class schedule for all online classes. Students will be able to find out about orientation, midterm, and final exam dates and times on the DE website. Matthew suggested we use the free form text field SSATEXT in Webstar. Jeff will investigate if this is possible. If we are able to use the SSATEXT form, we will test it and pilot it for the winter/spring schedule. To solve **the problem of 80 different “blurbs”** in the printed class schedule, Michael Heumann and Val Rodgers will develop a generic statement that will be used for all online courses. For example it may be: To find out about orientation, midterm, and final exam dates and times, visit [www.imperial.edu/de](http://www.imperial.edu/de). DE instructors will be notified of changes. Finally, in order to maintain an **accurate master room schedule**, division secretaries will be trained to use the non-academic section of Banner to input room assignments. The goal is to complete the training so that secretaries will be able to use this section for the summer and fall schedules. The DE Committee suggested that the following statement be used: You must go to the DE website to access information regarding the course and to avoid being

dropped. It was also suggested that counselors be e-mailed and informed of the changes.

**III. Action Items**

1. **Course Load for DE Instructors** – Michael Heumann was informed by CTA that if the Distance Education Committee recommends any changes that may impact work hours, wages and working conditions, this must be negotiated. CTA would prefer that the DE committee submit a best practices statement. However, Michael suggested that a position paper be developed. Gaylla Finell and he will develop the position paper and have the DE Committee review it and then vote on it.

**IV. Discussion/Information Items**

1. **Online Office Hours** – Michael Heumann inquired if it is suggested to increase online office hours if more than one online course is taught. However, this discussion will continue during the next meeting.

**V. Meeting was adjourned at 9:00 a.m.**