

**Imperial Valley College
Distance Education Committee Meeting
Official Minutes
June 1, 2009**

Present: Michael Heumann (Co-Chair) Omar Ramos
Deirdre Rowley Allyn Leon
Gloria Carmona Mary Jo Wainwright
Gaylla Finnell Paige Lovitt
Martha Olea Jeff Cantwell

Not Present: Taylor Ruhl Frank Rapp (Co-Chair)
Andres Martinez

The meeting was called to order at 3:30 p.m., by Michael Heumann (Co-Chair).

- I. **Consent Agenda:** M/S/C (Leon/Wainwright) to approve the minutes for May 4 and May 18.

II. Reports/Updates:

1. **Tech Camp 2009 Update** – Michael informed the group that Tech Camp will be two days August 18 and 19. Michael showed the committee the website Omar created for faculty to sign up for Tech Camps. He discussed the possible agenda topics for the first day of Tech Camp. This camp will show faculty how to enhance their f2f classes with online tools such as Twitter, Blogs, etc. Michael will send out the link to the website Omar created. The second day of Tech Camp is for veteran DE faculty. Some possible topics are: New Etudes tools, Mediasite, Roundtable Discussion, etc.
2. **Etudes Internship Update** – Andres will start this month with the Internship Program. Deirdre and Allyn will follow. Andres will take the lead in creating the Etudes 101 course. He will present the course to the group for input. Michael noted their might be others that might be interested in pursuing this Etudes Trainers Program later on.

III. Action Items:

1. **Evaluation of Online or Hybrid Courses** – M/S/C (Leon/Finnell) to approve the policy.
There was much discussion on this policy. The group discussed the following items: the use of the word “unit member,” having a loose or firm policy, being an advocate for the DE program, not negotiating but coming up with our best policy, and what other colleges have in place for evaluating online courses. It was decided to present this policy to Academic Senate as is and work with appropriate individuals/and or groups if any changes need to be made.

IV. Discussion/Information Items:

1. **Evaluation of Online or Hybrid Faculty** – the group had some suggestions. Michael will make some revisions and send it out to the group in the Fall.
2. **Course Load for DE Instructors** – Michael informally polled the group on this item. Most were in favor of increasing course load for DE instructors. Michael recommended it be set at 100% to prevent faculty from teaching 200% of their course load online.

V. Meeting adjourned at 4:30 p.m.