

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
November 18, 2010
9:00 a.m. – 10:00 a.m., Arts & Letters Conference Room**

Present:	David Zielinski	Andres Martinez
	Ralph Marquez	Allyn Leon
	Martha Olea	Taylor Ruhl
	Mary Jo Wainwright	Omar Ramos

Not Present: Michael Heumann (Excused)
Gaylla Finnell
Brian McNeece
Paige Lovitt

Visitors: Armando Mendez

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 – M/S/C MJ. Wainwright/R. Marquez** to approve the minutes of November 4, 2010 as presented.
- 2). **DE Budget: Stipends for New Course Development** – David Zielinski informed the members that Dr. Ruhl had spoken to Vice-President, Kathy Berry who stated that the DE budget was basically non-existent. The DE budget is minimal, enough to cover salaries and some supplies. The DE budget does not have an allocation for stipends.

According to David, the problem is that the current CTA contract clearly states in item 17.14.1 compensation of \$540.00 per lecture unit shall be granted to a unit member who successfully develops and delivers an online course.

Mary Jo Wainwright stated that faculty such as Eric Jacobson presently developing online courses will be expecting payment.

There is also payment due to Armando Mendez for a class he developed last Summer. Armando stated that he has been patient, but that he will be addressing

this issue directly with Dr. Gould. Taylor Ruhl urged Armando to allow VP Kathy Berry to be reminded of the stipulation of stipends in the contract before taking action.

Additionally, David stated that the problem is only going to be compounded because as Mary Jo pointed out, not only will Eric Jacobson be awaiting payment, Bruce Seivertson has communicated that he has numerous part-time faculty developing courses who are not covered by the contract. There is also residual pressure from ACCESO to complete an online GED program. David spoke to Krista Byrd who is not interested in taking on this project, but has part-time faculty who are willing to do the project. Will the part-time faculty be willing to undertake the project if they are not going to be paid? Many projects could be stalled. What kind of compensation will be given to the part-time faculty who are still generating online courses in order to meet the demand.

According to Mary Jo, the other issue the DE Committee should address is treating part-time faculty fairly regarding stipends. Part-time faculty should be extended the opportunity of teaching online courses and should be treated the same as full time faculty in this regard.

- 3). **Right of First Refusal: Re-Re-Clarification** – David mentioned that perhaps it would be a good idea for him to meet with Gaylla Finnell regarding items 2 and 3 for clarification purposes. In the unapproved DE minutes for February 18, 2010, the position papers presented included the Right of First Refusal. The position papers stated the following: “If a faculty member develops an online course through IVC’s agreed upon process, then the faculty member has the Right of First Refusal to teach the course in question regardless of seniority status. This would apply only to the first person to develop and deliver an online version of the course in question.” However, the CTA Tentative Agreement for 2010-2011 states: “Unit members who develop new courses (Traditional and/or Online) shall have the Right of First Refusal to teach the course regardless of the unit member seniority status.” The contract supersedes the position papers. Speculations were made as to why it was handled in this manner.

Mary Jo reiterated on the importance of what position the DE Committee would be taking. The Right of First Refusal was submitted and approved. David will be contacting Gaylla to obtain clarification as to why the decision was made to modify the existing position paper of the Right of First Refusal in the contract.

- 4). **Confirmation: Staff Development Ideas (Etudes Training)** – David received an email from Travis Gregory approving the DE Committee’s request to present a Breakout Session on January 27, 2011. David will get together with Andres Martinez to develop one of the three ideas emailed to Travis for approval. All

volunteers are welcomed to collaborate. David will keep in touch with Travis to find out about scheduling blocks to get a sense of how much time per session.

- 5). **Substantive Change Report** – VP Kathy Berry alluded to substantive change during a meeting last week. It is an accountability issue pertaining to Accreditation. If you make a substantive change in programs, you have to document any changes which have occurred and then send a report to WASC. VP Kathy Berry is requesting a substantive change report regarding the DE program. Since from where it began there is nothing as to where it is now, there is a great deal of substantive change.

David checked on the Internet and found a Substantive Change Report from Barstow. It will serve as a model. It has visuals and a manual to help with producing the requested DE Substantive Change Report.

- 6). **Online Exams (In Lieu of Mandatory Meetings)?** – David stated that Michael Heumann has expressed an interest in conducting his final online instead of meeting face-to-face with the students. Michael is concerned with the policy regarding the three mandatory meetings that have evolved into two mandatory meetings, and a video orientation. This would then be one other evolution to this concept. The members feel Michael should move forward in conducting the online exam and report back to the DE Committee as to the outcome.

On another note, David was reminded of a report he recently read regarding DE Survey National Analysis of Community College Trends in DE which stated that 70% plus schools who participated in the survey have a dedicated testing area for DE. In conversation with Norma Nuñez the other day, David was informed that if you send too many students to the Assessment Center the staff tends to get flustered. This is blocking DE's effort to utilize the Assessment Center.

Taylor Ruhl reported that the Study Skills Center is open and has a proctoring plan. Appointments must be made in advance, no walk-ins accepted. Proctoring has been revised to have the integrity and credibility faculty expressed concern about and will make the necessary arrangements to meet the demand.

Mary Jo recommends offering workshops on online exams in the near future.

- 7). **Information Items:**

- a. **Shell Requests Announcement** – There was a slight glitch that was fixed.
- b. **DE Team to Work on Etudes Training; Volunteers?** – David, Martha and Andres will work on developing a presentation. Others are welcomed to volunteer to help out.

- c. **Sofia Learning Packets and Related Ideas** – Since the College is only serving as beta users there will be no payment for the development of learning packets for the repository.
- d. **TPC Meeting Recapitulation (From November 11, 2010)** - Good meeting. ATLAS training and DE Etudes Training in January will have no overlap.

8). **Other** – None

9). **Adjournment** – The meeting was adjourned at 9:58 a.m.

The next meeting of the DE Committee will be **Thursday, December 2, 2010, at 9:00 a.m.** in the Arts & Letters Conference Room.