

**Imperial Valley College**  
**Distance Education Committee Meeting**  
**Unadopted Minutes**  
**March 3, 2011**  
**9:00 a.m. – 10:00 a.m., Arts & Letters Conference Room**

Present: David Zielinski Taylor Ruhl  
Andres Martinez Jeff Cantwell  
Martha Olea Michael Heumann

Not Present: Ralph Marquez (Excused)  
Mary Jo Wainwright (Excused)  
Gaylla Finnell (Excused)  
Allyn Leon  
Paige Lovitt  
Brian McNeece  
Omar Ramos

Visitors: Todd Finnell

Recording Secretary: Toni Gamboa

The Distance Education Committee meeting was called to order at 9:04 a.m. by David Zielinski, DE Coordinator.

- 1). **Welcome and Approval of Minutes** – Tabled until next meeting due to lack of quorum.
- 2). **Substantive Change: Definition and Reporting** – David Zielinski disseminated a copy of the Accrediting Commission for Schools Substantive Changes in Accredited Schools to the members present. This item was on the last agenda and Kathy Berry has written David recently and in his reply has obtained no responses. Kathy was invited to attend the DE meeting to address this item but did not reply. David is unaware as to how substantive this is with the substantive change if there is no response.

The documents linked include Barstow’s proposal. According to David, what has been accomplished with Distance Education has been an incremental process. DE has not spiked, but has taken place gradually. The document presented is a list of possibilities; however, the list does not include any which could apply to IVC that would trigger the need to write a substantive change report. The only possibility would be the addition of courses or programs that represent a significant departure, in terms of either the content or method of delivery, from those that were offered when the ACS most recently evaluated the institution. The institution was most recently evaluated in 2007. Follow-up visits have been made in response to the initial report to remove the warning status.

Michael Heumann stated that there has been a departure in the development of DE over the course of the last five to six years. The number of online courses has increased yet IVC still does not offer a complete program online which was originally what Michael thought

was what the substantive change was all about. For example, offering Liberal Studies as a major that can be fully taken online that is considered a substantive change. In reviewing the reports and looking at what other institutions have created, when DE finally gets that last Psychology class then DE can start talking about substantive change.

David and Michael will be scheduling a meeting with Kathy Berry to discuss the substantive report. Taylor Ruhl has requested to meet with Kathy as well.

- 3). **Process for Gathering DE Schedule Data for Summer and Fall** – In gathering data for the last year, David is convinced there is a more efficient way of gathering this data. There have been changes with division and department secretaries in addition to dealing with individuals who had never collected such data. Class selection will begin soon for summer and fall following shortly after.

According to Michael there appears to be several problems with the schedule. One of which is obtaining information from the instructors or division secretary and the other is making sure the schedule Matthew Thale puts together has the same correct information. Taylor stated that he would speak to the Deans since ultimately it is their responsibility. Communication with the Deans is crucial regarding any curriculum issues no matter what the method of delivery may be. The Deans need to work through their department chairs in order to address any curriculum matters. Additionally, Taylor stated that DE does not have a direct line to Matthew regarding curriculum.

According to Todd, Banner is the authoritative source. Everything else is about process. There is a process at the division level in terms of establishing a schedule, process with Matthew that requires pulling all the information together, reconciling, enrollment management issues, workflows and other processes which need improvement.

Over the years, there has been a problem with communicating information instructors wish to provide for students such as informing them about not having an orientation, but having a video available online. This information is not placed in Banner because of how it is set up. What DE has done is place a generic statement in Banner diverting students to the DE website where Andres Martinez posts the orientation times along with other pertinent information.

Martha Olea stated that the frequent calls she receives are from frustrated students who are unaware when their online orientation is scheduled. If students go to comments they only see the default posted by Andres. Martha feels that instructors should be required, enforced or obligated to provide a link to their website for students to access. Traditionally, most instructors will not respond to any e-mails regarding add codes for the first two weeks of the semester. Students are frustrated and don't know what to do or how to contact the instructor. Additionally, instructors are not doing their part in providing Martha and Andres the pertinent information that they can post on the website in order to communicate with their students.

Andres currently sends out an e-mail about a month ahead requesting instructors to submit their class information on a word document so he can post it on the website. Andres tends to receive only about 40% of the instructor's information. The veteran instructors are the ones who submit the information without having to send additional deadline reminders.

- 4). **DE R Us: Revisit our Mission?** – David revisited DE's mission and provided DE's purpose as follows: Is to advise the Senate, its Curriculum Subcommittee and Technology Planning Committee on designs, implementation strategies, resources needed, policies for Distance Education and providing faculty an overview of all Distance Education distributed activities conducted at Imperial Valley College and to work with all relevant faculty and administrators. The function is to develop and review policies and procedures necessary to the implementation and evaluation of Distance Education.

Michael stated that DE has reached a plateau and should consider where to go from here in terms of expanding the offerings. DE is to a point where most of the general education courses, the most popular are currently being taught online. Are there other areas to pursue? There might be some cost savings in offering certain programs and classes online verses onsite costs.

- 5). **Proposal: DE Tips and Tricks at each meeting?** There are changes which will take place in Etudes. The Activity Meter and Course Map will take place in June. Messages have been sent out regarding several webinars which will be presented. A communication should be sent out reminding everyone to be aware of these changes. The upcoming fall flex day would be a good time to have Andres present an Etudes upgrade workshop. Taylor recommends having a DE faculty meeting once a semester. David and Taylor will further explore the possibility of moving forward with this recommendation.

6). **Information Items:**

a. Etudes Summit and Call for Proposals –

- The Etudes Summit will be held in Long Beach at the Courtyard by the Marriott this month. Taylor requested that David send out the summit information to all committee members. Taylor stated to be careful not to assume that although there is no money, there are creative ways to make certain DE does not become isolated.

b. Technology Plan Development –

- Todd has asked David to assist in devising the latest Technology Plan. David, Michael and Val Rodgers will assist in providing input and in the editing of the Technology Plan.

7). **Other –**

- David has been prompted to write a Distance Education and Tela-Medicine grant.

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

The next meeting of the DE Committee will be **Thursday, March 17, 2011**, at 9:00 a.m. in the Arts & Letters Conference Room.