

Distance Education Committee Agenda
October 1, 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 Class Scheduling
3. Other

Action Items

1. Course Load for DE Instructors

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
September 17, 2009**

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

Not Present: Omar Ramos

Visitor: Armando Mendez

The meeting was called to order at 8:05 a.m., by Michael Heumann (Chair).

- I. **Consent Agenda:** M/S/C (Leon/Finnell) to approve the minutes for September 3, 2009.

- II. **Reports/Updates:**
 1. **Face-to-Face Etudes 101** – Andres Martinez was certified to teach Etudes. Deirdre Rowley will start Etudes certification process in October and Allyn Leon may start in October or November.
 2. **Approval of New Online Courses** – Martha Garcia e-mailed the instructors who indicated they are interested in commencing to teach new DE courses for Spring 2009. The instructors that were e-mailed are: Kathy Rodriguez, Aaron Edwards, Bruce Seivertson and Suzi Jacobson.
 3. **DE Class Scheduling Concerns** – Val Rodgers and Michael Heumann will pursue the idea of using TBA in Banner Webstar rather than using actual dates and times and rooms for orientations, midterms, and finals. Resolving this issue will require finding a way for students to access information through Banner – preferably a link to a specific instructor’s information or a link that refers them to the DE site for more detailed information. It also requires that DE instructors work out conflicts for students at the class level. Admissions will not have to be involved; students will not have to fill out conflict forms. To limit conflicts, it is suggested that face-to-face orientations, midterms, and finals be scheduled during the following days and times: 7 a.m. Monday – Thursday, 4 p.m. – 6 p.m. Monday – Thursday and Fridays/ Saturdays. Although using “TBA” may resolve the issue of Banner class conflicts, it does not resolve the problem of room assignments for orientations, midterms, and finals. Those room assignments need to be entered “officially” some place, preferably by division secretaries as schedules are developed for each semester/session. Instructors will need to make sure the information is

entered. It is important that instruction have campus-wide information about which rooms are used and when. Also, DE instructors should realize that even though they have been scheduled for a particular room for face-to-face meetings, they may be bumped from that room if there is a need to add a new non-DE class. Val Rodgers will set up a meeting with Jeff Cantwell, Michael Heumann, and Matthew Thale to determine if this is viable. Michael Heumann stated room 2610 is available and this should be publicized.

III. Action Items

M/S/C (Leon/Rodgers) to accept the Technology Plan as presented via e-mail.

IV. Discussion/Information Items

1. **Transfer issues with DE courses** –Michael Heumann stated he was contacted by Carol Lee and was informed that some of the universities require that lab courses must include a face-to-face component for lab time. Michael stated that the only online lab course currently being offered is Biology 100 and students are required to meet face-to-face for lab time. In addition, some universities require that Speech courses conducted online include at least 20-25 minutes for face-to-face speeches for each student; this information will be conveyed to Laura Mosier. Moreover, Veteran students who are utilizing their GI Bill are required to have a face-to-face component in order to receive credit for a DE course.
2. **Course Load for DE Instructors**- Currently, the maximum DE course load for instructors is 40% of their teaching load. However, instructors may teach additional DE courses as an overload. The committee came to a consensus and decided to increase the maximum DE course load to 67%.
3. **Evaluation of Online Hybrid Faculty**- Michael Heumann and Andres Martinez evaluate the DE courses. However, new guidelines will be established as ACCESO transitions into Distance Education. Evaluation of DE courses should be conducted prior to implementation of the course. Two courses will be offered to assist instructors who are interested in offering new DE courses, ETUDES and Online Teaching Best Practices course.

V. Meeting was adjourned at 8:59 a.m.

Course Load for DE Instructors

Unit members may teach courses in distance education, or online, format as part of their normal contract load, upon the approval of the appropriate division chairperson and the Vice President of Academic Services. Distance education courses are credited and paid to instructor load or overload in exactly the same fashion as traditionally delivered courses.

No more than 67% of contract load (three (3) courses or ten (10) units whichever is lesser) may be taught as distance education, or online, in any given fall or spring semester. Any additional distance education courses that the unit member is approved to teach beyond three (3) courses or ten (10) units may be taught as overload. The remainder of the unit member's contract load should be made up of traditionally delivered courses. Unit members who are teaching distance education courses are still required to be on campus for classes, office and/or office by appointment hours for no less than four (4) days per week during the fall and spring semesters.

Online Office Hours/Summer and Winter Session Online Classes/Quotas

Unit members who are teaching distance education or online courses during the fall or spring semesters may choose to designate one of their required contract office hours as an online office hour. During this online hour, the faculty member is expected to be logged on to the computer and immediately available to respond to students through email, a discussion board, chat board, or other online means of communication, as appropriate. This online office hour must be scheduled and posted at a regular day and time each week just like a traditional office hour, though the unit member may choose to physically hold this online hour off-campus as long as s/he has full computer access at the off-campus location.

During the winter intersession or summer session a unit member may teach all or part of his/her assignment in distance education, or online, format upon the approval of the appropriate division chairperson and the Vice President of Academic Services, and in accordance with the load restrictions described in section 15.13. The instructor shall be paid for such courses in exactly the same fashion as for traditionally delivered courses.

Online or distance education courses are subject to the same class size quotas and enrollment quota regulations as explained in Section 15.15 for traditionally delivered courses.