

**Imperial Valley College  
Distance Education Committee Meeting  
Official Minutes  
November 5, 2009**

**Present:** Michael Heumann Allyn Leon  
Deirdre Rowley Taylor Ruhl  
Martha Garcia Val Rodgers  
Gaylla Finnell Andres Martinez  
Martha Olea Paige Lovitt

**Not Present:** Omar Ramos, Mary Jo Wainwright, Jeff Cantwell

**Visitors:** Tina Aguirre, Ralph Marquez

The meeting was called to order at 8:08 a.m., by Michael Heumann (Chair).

**I. Consent Agenda:** M/S/C (Leon/Finnell) to approve the minutes for October 15, 2009.

**II. Reports/Updates:**

**Face-to-Face Etudes 101-** Andres Martinez reported that 23 faculty members registered for Etudes 101; however, only nine attended the course. In addition to completing Etudes 101, faculty members who are interested in developing an online course will be required to complete a pedagogy course, which may possibly be a semester long. Michael Heumann and Andres Martinez will further discuss this plan and develop a schedule. Deirdre Rowley is currently completing her Etudes internship in order to become certified.

**DE Website-** Andres Martinez stated he is planning to have the DE Website completed by next week. The DE Website will have the 2010 Winter Intersession and Spring 2010 online course offerings listed. In addition, face-to-face orientations dates and DE faculty blurbs will be posted on the DE website.

**DE Program Proposal-** Val Rodgers provided the DE Committee with a copy of a proposed personnel budget for the DE Program. ACCESO will transition into the Distance Education Program and unfortunately, fewer services will be provided. Therefore, the DE Committee is very important.

**Etudes Users Summit 2010-** Michael Heumann reported that Dr. Gould will address the keynote speech during the 2010 Etudes Users Summit.

**Other: Online Seminar-** Martha Garcia asked the DE Committee, if they felt that instructors would be interested in attending “Dealing with Difficult Students Online” seminar, during finals week. The DE committee felt that the topic was interesting; however, the date was not feasible, since instructors will be busy during finals week. Tina Aguirre

informed the DE Committee that Emily Bill will develop a similar workshop for the Nursing Faculty and suggested that the DE faculty be included. Michael Heumann stated he will contact Emily Bill.

**III. Action Items** – M/S/C (Leon/Finnell) to approve the course load DE Faculty Position Paper.

**IV. Discussion/Information Items**

1. **Online Course Cap Position Paper**—Gaylla Finnell presented her position paper on lowering the cap for online courses. The committee felt that the language in the position paper was too restrictive. It was advised that the paper be revised to simply state that the online versions of courses should have separate caps from face-to-face versions of the same course, and that this should be determined on a case-by-case basis.
2. **Online Office Hours** – Michael Heumann inquired if it is suggested to increase online office hours if more than one online course is taught. However, it was stated that this should be left at the discretion of the DE faculty. However, some suggested that if a DE faculty member teaches two online courses, two office hours should be provided online. It was suggested that a position paper be created and Gaylla Finnell volunteered to create it.
3. **Winter and Summer Session Online Loads**- Some courses are only offered online in the Winter and Summer sessions and are not offered face-to-face. The DE Committee will continue the discussion on this matter during the next meeting.

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