

**Imperial Valley College  
Distance Education Committee Meeting  
Official Minutes  
April 15, 2010**

**Present:** Michael Heumann Allyn Leon  
Taylor Ruhl Andres Martinez  
Val Rodgers Mary Jo Wainwright  
Gaylla Finnell Martha Garcia  
Paige Lovitt

**Visitors:** Gordon Bailey, Ralph Marquez

**Not Present:** Omar Ramos, Jeff Cantwell, Deirdre Rowley, Martha Olea

The meeting was called to order at 9:03 a.m., by Michael Heumann (Chair).

**I. Consent Agenda:** M/S/C (Finnell/Wainwright) to approve the minutes for March 18, 2010 and April 1, 2010.

**II. Reports/Updates:**

1. **Multimedia Room Update**-Michael Heumann reported that the equipment that will be installed in the multimedia room located in room 2751 has arrived and will be installed in the near future. Michael Heumann and David Zielinski will commence teaching courses in the multimedia room in Fall 2010.
2. **Etudes 101**-Andres Martinez reported that 5 faculty members successfully completed Etudes 101. Andres stated that he will inquire if faculty members are interested in taking an Etudes 101 course in Summer 2010. Andres stated that Etudes 201 will be offered in Fall 2010 and he stated that three faculty members have indicated interest in completing this course.
3. **Etudes class shells for Summer/Fall 2010**-Andres Martinez stated he will email faculty members and remind them that anyone who is interested in having an Etudes shell(s) for Summer and/or Fall 2010, must make this request immediately. The deadline to request Etudes shells will be in May 2010 and no exceptions will be made for non-online courses.
4. **DE Department meeting/workshop**-Michael Heumann informed the DE Committee that the DE Veteran's workshop will be held on April 30, 2010 from 9:00 a.m. to 12:00 p.m. in room 801. Michael stated Andres and he will coordinate this event. Michael stated he will email the faculty to invite them to participate.
5. **Other-**  
**DE Coordinator Position**-Michael Heumann stated that Val Roders and he met with Kathy Berry to discuss the DE Coordinator position and Kathy suggested that the DE Coordinator position remain a coordinator position versus a DE Department Chair.

**DE position papers**-Michael Heumann stated that he will develop a DE package containing DE position papers and will submit it to Academic Senate on May 6, 2010.

**III. Action Items:**-M/S/C (Leon/Martinez) to approve the DE Coordinator job description as developed by Michael Heumann.

**IV. Discussion Items:**

1. **IVC wireless**-Gordon Bailey attended the DE Committee meeting to provide an update on the IVC wireless service. Gordon displayed a map of the areas that have access to the IVC wireless service and stated he would provide a copy to Michael Heumann. Gordon stated that IVC does not have wireless service on the entire campus and that the 2700 building is one of the buildings that have good coverage. Gordon stated that the DE Committee will have the responsibility of deciding where they would like to have the new wireless switch installed. Gordon conveyed that students were having difficulties logging in to the wireless service and that some credentials were removed to make this process easier; however, he continues to strive for improvement. Michael Heumann stated that technology advances so rapidly and that we need to take advantage of it and continue to learn about the new technology tools. Michael stated that future technology forums will be held to discuss future technology and how to utilize it.

**V. Meeting was adjourned at 10:00 a.m.**