## Imperial Valley College Distance Education Committee Meeting Unadopted Minutes November 4, 2010

9:00 a.m. – 10:00 a.m., Arts & Letters Conference Room

Present: David Zielinski Brian McNeece
Ralph Marquez Gaylla Finnell

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Martha Olea Michael Heumann

Omar Ramos Taylor Ruhl
Jeff Cantwell Paige Lovitt

Allyn Leon

Not Present: Mary Jo Wainwright

Andres Martinez

Recording Secretary: Toni Gamboa

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 A. Leon/G. Finnell to approve the minutes of October 21, 2010 as presented with one abstention.
- 2). **DE Budget** David Zielinski spoke to Taylor Ruhl on Monday regarding the budget. There is concern regarding stipends. There are adjunct faculty members who are preparing to create new classes. A stipend is still owed to Armando Mendez. Taylor is scheduled to meet with Kathy Berry on Friday, November 5, 2010 to discuss the DE budget and report back to David. There is still a pending office supply order generated for DE that needs to be processed.

David inquired if in fact the stipend is covered in the contract. Will a full time instructor who creates a new course, approved by the Dean and/or Chair, receive a stipend? Gaylla Finnell stated that the contract does cover stipends. It has not been changed. However, it does not stipulate stipends for adjunct faculty. The DE stipend language was left in the contract and provides for \$540.00 dollars per lecture unit for the unit member that is a full time faculty who successfully develops and delivers a complete DE online course for the first time.

Michael Heumann stated that in addition to the contract covering stipends, there is also the "Right of First Refusal". If there is an issue with the district not being able to afford to pay instructors, then perhaps the contract could be changed to state that if you develop a class then you have the right to teach it. The "Right of First Refusal" may be more of an incentive than the money especially if adjuncts are included.

3). **ATLAS Training—Update** – Michael is in the process of finishing up a newsletter to announce the upcoming trainings. There will be a Train a Trainer Conference scheduled for February 8th and 9th, 2011. It will be for a maximum of 15 faculty members who will function as the lead trainers for the rest of the grant. Omar Ramos has developed a website that will be advertised once the newsletter is finalized. The training will be comprised of not only technology but pedagogy and other areas. There are four areas specified in the grant that need to be addressed as far as training is concerned. The website will include the grant itself, discussing the goals and trainings of the grant.

Gaylla commented that as discussed briefly in a previous meeting, that there should be an open application process for trainers so all faculty members have the same opportunity for the positions. This is important since these positions will result in extra duty contracts. According to Michael 15 slots are available with a pending November 30<sup>th</sup> deadline.

Michael informed the members that Dr. Cuellar has developed a comprehensive Professional Development Plan he would like to implement and that the ATLAS grant would fit nicely within the plan.

Brian McNeece inquired if there has been any discussion of institutionalizing or creating a flex development plan. Gaylla stated that there has been discussion since beginning negotiations on the academic calendar. The input in discussions so far is to add 3 flex days to the calendar. This is one of the areas the College was dinked on during Accreditation. Travis Gregory has set up a committee to start working on a Staff Development Plan.

Michael stated that he feels Instruction should take over Staff Development. Taylor concurs that Instruction should be in charge since Human Resources will not be able to plan or provide for what the faculty needs. However, he feels Instruction should refer to it as Faculty Development. Taylor and Brian will take it to the Deans meeting.

4). **Ideas for Staff Development: January 27, 2011-** David inquired as to what the members feel would be topics of interest for Staff Development. Gaylla would like a workshop to be offered on Creating Web Enhancement for face to face courses. Michael feels offering a one hour Introduction to Etudes would be

beneficial. What Etudes is and how you can use it in your class. David will meet with Andres Martinez to organize a presentation.

Michael is also aware of individuals who are going to be out of town but are interested in still participating. Room 2751 has teleconferencing capabilities if they hold some of the workshops there they could be broadcasted. Apparently, Todd Finnell has some ideas of trainings he could schedule in Room 2751.

Another topic Gaylla is interested in is to have an intermediate level workshop for current Etudes users who would like more information on how to use features such as graphics and photos within Etudes. The latest feature within Etudes is an activity meter which would be of interest.

David will contact Travis to inform him of the ideas DE would like to incorporate on January 27th, in addition to the teleconferencing interest and its availability.

5). Responses to CSU Sacramento Transfer/Completion Report (DE new course development ideas, Basic Skills?) – David shared an editorial article he read in the LA Times which is a state concern regarding low transfer and completion rates in two year schools. The editorial was inspired by a report published by CSU Sacramento. There is a policy brief that explains what the problems are and how one might address the problems. The report was titled: "Divided We Fail." Gaylla commented that she had attended the teleconferencing of that particular report. It was quite interesting how one third of students from the Community Colleges are not completing their goals. The report stated that a large group of Black and Hispanic students are disproportional. Discussion followed.

Some of the findings discussed were that the success rate is better especially with the minority students, if they are encouraged to take Math and English in the beginning. Taking these courses first, provides the students with the basic foundation to succeed in the rest of their courses. If students take other courses first and they lack the necessary skills to succeed, they get discouraged and fail to complete.

The focus in the more successful Community Colleges were the ones which had a system in place to get students to take Math and English courses early, prompting them to be successful in their subsequent courses.

Due to this teleconferencing discussion, you may see a re-focus on campus of trying to get students into Math and English courses first. This will impact DE and impact prerequisites as well.

## 6). **Other** –

• "Right of First Refusal" – Michael would like the DE Committee to revise the "Right of First Refusal" to clarify the language since it is quite vague. Instructors teaching traditional classes have expressed

concern that the "Right of First Refusal" is unfair and tends to give preference to DE instructors.

- Sofia Learning Group David shared that the Sofia Learning Group is a social networking paradigm used to build learning packets which are modules. It is a repository that looks like Facebook. Michael created a packet using a power point presentation he had for one of his online classes. It was easy. The power point presentation was created into a slide show. You can post videos or just text. The network is just being developed but as it grows, it will be a good place to go to in order to obtain materials for online classes. The Learning Packet Creation Tool is a feature you may want to take advantage of to create packets for your classes in addition to the ones that already exist.
- Brian informed the members that the Sofia Learning Group has presented the College with a Memorandum of Understanding that they want signed. They want IVC to develop learning packets that are specifically aimed at developing and preparing students to take the Accuplacer. Brian's concern is that the Accuplacer contends with high school students. Most of the students currently taking the Accuplacer are in high school. There is a meeting scheduled at 1:30 p.m. today to discuss this and other issues.
- Another idea Gaylla proposes for Staff Development, is to have a basic workshop on the latest technology equipment such as the IPAD.
   Michael informed the members that through the ATLAS grant he will be developing monthly meetings that will tentatively be called Futures Forums that will provide information on the latest technology trends.
- 7). **Adjournment** The meeting was adjourned at 9:48 a.m.

The next meeting of the DE Committee will be **Thursday, November 18, 2010**, at 9:00 a.m., in the Arts & Letters Conference Room.