

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
October 6, 2011
9:00 a.m. – 10:00 a.m.
Building 2700, Arts & Letters Conference Room**

Present: David Zielinski Michael Heumann
Andres Martinez Taylor Ruhl
Mary Jo Wainwright Martha Olea
Ralph Marquez

Not Present: Allyn Leon – (Excused)
Gaylla Finnell – (Excused)
Brian McNeece

Visitors: Eric Lehtonen
Matthew Thale

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 (Meetings of June 2, 2011 and September 1, 2011) – M/S/C M.J. Wainwright/A. Martinez** to approve the minutes of June 2, 2011 and September 1, 2011 as presented. Motion carried.
- 2) **Etudes 101 Update (Andres Martinez)** – Andres Martinez informed the DE members that he will be starting a four week Etudes 101 class starting on Friday, October 28, 2011. The shell is ready to go. Andres has not yet received many responses, although he noticed he just received the moderated All-Users email message this morning. Hopefully, more responses will come in today. Michael Heumann informed the members that if they do not want the delay of All-Users send it via the faculty MVP of instruction mailing list. It will get to the faculty right away. Sending a reminder would be helpful.
- 3) **Etudes Summit (Redwood City, November 3-4, 2011)** – David Zielinski stated that he had reviewed the DE budget and there are funds to send two DE members to the Etudes Summit. David asked the members present as to who was interested in attending. Mary Jo Wainwright expressed interest in attending. No other member expressed interest. David will

contact Gaylla Finnell to inquire if she is interested in attending. If not, David will approach Allyn Leon to see if he is interested.

- 4) **Progress Report: DE Course Data Collection and Dissemination** – This time of year, David is working with Andres Martinez, Matthew Thale and the Division Secretaries in gathering the DE course data. The data is per orientation dates and times in addition to mid-terms and finals. David and Andres agree that the best way to get the word out is to put it into WebSTAR. David met with Matthew Thale and it is not possible through the production version of Banner. The alternative is to send an All-Users message that unfortunately will be delayed. Once the master list for this semester's 66 online classes is completed it will be sent to all the students. Then when instructors get their classes and they have their students enrolled, the information will be sent out again.

- 5) **IVC Online Course Reports: Success and Retention** – David and Eric Lehtonen spent time looking over the IVC Online Course Report. Not much can be determined based on the statistics provided in the report. There may be some interesting trends shown but it is a nationwide reality that face to face classes have higher success and retention rates than online classes.

David reviewed a narrative from the San Diego Community College District regarding Online Course Success and Retention rates which provided a breakdown by ethnicity, age, first time taking an online class, etc. The narrative utilizes different variables that provide a clearer picture.

What kind of matrix can be used to really make a fair assessment? This data is problematic. Comparisons between online classes and face to face classes should not be made. Eric Lehtonen stated that the only possible use of the IVC Online Course Report data is that maybe some courses are more acceptable for online than others.

David bumped into Trustee Jerry Hart who expressed concern regarding the IVC Online Course Report. David would like the opportunity to speak to him and be able to provide Mr. Hart with justification as to how DE continues to be successful in spite of the report.

Eric Lehtonen posed the following questions: What was Dawn Chun told to do? What instructions was Dawn given in generating this report? David believes it came to the attention of somebody that the rates were different, a differential of 20% to 30% between online then suddenly the idea came up to create the data. Taylor Ruhl inquired if Dawn had just given the report to Trustee Hart or if it actually followed protocol through the President with a proper interpretation. Dr. Ruhl will make some inquiries and report back to the members.

- 6) **DE Committee: Review Purpose and Membership** – DE is a sub-committee of the Academic Senate. At the last Academic Senate meeting clarification was given in terms of

service and composition of the committee. In view of this, David, Taylor and Eric exchanged numerous emails discussing the membership. David feels that the DE members need to discuss the membership and make the necessary modifications then submit them formally to the Academic Senate.

There was more than usual interest from faculty to serve on the committee. The DE Committee purpose still seems valid and David is committed to continue to live up to its purpose. The function is fine. The composition looks good with the addition of faculty members. There was also discussion about staggering the terms of service which seems like a good idea since most members joined the committee the same year.

The Distance Education Committee is comprised of the following:

Voting Members

David Zielinski, Co-Chair, DE Coordinator
Taylor Ruhl, Co-Chair, Dean of Learning Services
Ralph Marquez, Faculty Representative
Gaylla Finnell, Faculty Representative
Allyn Leon, Faculty Representative
Andres Martinez, Faculty Representative
Mary Jo Wainwright, Faculty Representative
Martha Olea, Classified Representative
Matthew Thale, Technology Representative
Paige Lovitt, DSPS Representative

David asked the members how they felt about the idea of adding more faculty members and what the members felt about the purpose of the committee. Mary Jo Wainwright responded the more the merrier. The committee she feels should be faculty driven. According to Eric Lehtonen, there were 7 individuals interested in the two slots. Adding two more faculty members was the consensus. David will be sending out the DE Committee meeting announcement through the moderated All-Users to the faculty. Additionally, a larger room to meet will be considered depending on availability.

- 7) **Opportunities for Training: Staff Development/Recertification** – David would like the DE Committee to brainstorm to come up with ideas for trainings to provide at the next Staff Development.

Recertification as a refresher was also discussed with the members to see if they thought it was a good idea. Michael Heumann stated he was not sure about the recertification but Staff Development wise he is hoping that at the upcoming Atlas Conference in January, there will be a couple of Etudes components offered. One of the suggested trainings is a basic training for those individuals who do not know anything about Etudes. The second training would address the experienced Etudes users covering the new features such as the course map, activity meter, etc. Atlas is also in the process of developing Future Forums which one or two could be devoted to online instruction.

8) **Other** –

- Andres is concerned with the early December deadline to complete all the course shells to Vivie. Omar Ramos created an app which facilitates this process but with his departure there is concern as to who will continue to provide this support for Etudes. Eventually, Andres thinks Jeff Cantwell might take over the app since he seems more knowledgeable about it. Andres will be sending out the announcement to request the shells sometime this week or next.
- Martha Olea inquired if non-DE instructors must complete Etudes 101 in order to request a shell. Completion of Etudes 101 is required prior to obtaining a course shell.
- Martha Olea informed the members that she has been moved back to the IT department. There will no longer be walk-in support for DE. For DE support please contact her by phone. Andres is concerned with the lack of walk-in DE support during the beginning of the semester. Ralph Marquez stated that he is available at the beginning of the semester to assist and will provide a time frame as to when he can assist students.
- Mary Jo requested that Martha sent out a short instruction to the DE instructors informing them of the change so they can include it in their comments such as: if you have technical problems with log-in on Etudes or others, please contact (name of person) and number to call.

9) **Adjournment** – The meeting was adjourned at 9:54 a.m.

The next meeting of the DE Committee has been scheduled for **Thursday, November 10, 2011** at 9:00 a.m. in the Arts & Letters Conference Room, Building 2700.