Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
November 29, 2012
12:00 noon to 1 p.m.
Building 2700, Arts & Letters Conference Room

Present:	David Zielinski Mary Jo Wainwright Martha Olea Melody Chronister	Michael Heumann Paige Lovitt Todd Finnell
Not Present:	Ralph Marquez (Excused) Allyn Leon (Excused)	Andres Martinez (Excused)
Visitors:	Todd Finnell	

Recording Secretary: David Zielinski

The Distance Education Committee meeting was called to order at 12:00 p.m. by David Zielinski, DE Coordinator.

1) **Welcome –** David Zielinski welcomed the group and called the meeting to order**.**

2) **Evaluation of Online Courses and New Course Creation Process** – Zielinski shared with the group progress reports on drafts of two documents. The first is a proposed online course evaluation form to complement the current "Classroom Observation" form used with face-to-face classes. When completed and approved by the group, this document will be brought to the negotiating table and shared with the District as a proposed addition to the faculty contract. The second document is the revised "New Course Creation Process." This revised process will include scrutiny by the DE Committee, working in concert with the Curriculum Committee, to approve the development of new online courses. This document will be routed through the Academic Senate as part of a policy revision process.

3) **Upcoming Webinar with the Chancellor's Office** – The group discussed the scheduled half-day webinar sponsored by the Chancellor's Office. Vice-President Kathy Berry wants all Instructional Deans and Department Chairs to attend this webinar which will focus on strengthening local DE programs. This webinar—"Maintaining a Quality Distance Education Program Webinar"—will be conducted on December 10th from 9 a.m. until 12 noon.

4) **Regional Online Learning Proposal at Grossmont CC** – Zielinski informed the group that he would be attending a regional meeting at Grossmont College on Thursday 13 December. The intention of this meeting was to gather together all the DE Coordinators from all the SDICCCA colleges to discuss issues of mutual benefit. The meeting would be chaired by Chancellor Cindy Miles.

5) **Other –** None

6) **Adjournment –** The meeting was adjourned at 1:03 p.m.

The next scheduled meeting of the DE Committee, pending group approval:

The second Friday in February 2013 at 10 a.m.