

**Imperial Valley College
Distance Education Committee Meeting
Official Minutes
November 19, 2009**

Present: Michael Heumann Allyn Leon
Taylor Ruhl Andres Martinez
Martha Garcia Val Rodgers
Jeff Cantwell Mary Jo Wainwright
Martha Olea

Not Present: Omar Ramos, Gaylla Finnell, Deirdre Rowley, Paige Lovitt

The meeting was called to order at 8:04 a.m., by Michael Heumann (Chair).

- I. **Consent Agenda:** M/S/C (Cantwell/Wainwright) to approve the minutes for November 5, 2009.

- II. **Reports/Updates:**
 - Face-to-Face Etudes 101-** Andres Martinez reported that seven faculty members successfully passed Etudes 101. He stated that a few faculty members were overwhelmed and suggested a four-week course. In addition to completing Etudes 101, faculty members who are interested in developing an online course will be required to complete a Pedagogy or Best Practices course, which may possibly be a semester long. Michael Heumann and Andres Martinez will further discuss this plan and develop a schedule.
 - DE Website-** Andres Martinez demonstrated the DE Website to the DE Committee members. A few suggestions to improve the DE Website are as follows: include local pictures; change Winter 2010 and Spring 2010 to class information; use a larger font and provide an explanation for G#.
 - Other:**
 - Social Networking-** Michael Heumann stated he desires that the Communication Department incorporates an educational component to social networking. For instance, they can utilize YouTube.
 - Etudes Rosters-** Jeff Cantwell inquired when Etudes rosters should be uploaded. It was suggested that this be done three or four days prior to the first day of classes in Winter and Spring 2010.

- III. **Action Items:**
 - Online Course Enrollment Limits Position Paper-** M/S/C (Leon/Wainwright) to approve Online Course Enrollment Limits Position Paper.
 - Online Office Hours Position Paper-** M/S/C (Leon/Wainwright) to approve Online Office Hours Position Paper, once it is amended. Michael Heumann stated he will present all position papers to Academic Senate, once they have been completed and approved by the DE Committee.

IV. Discussion/Information Items

Timeline for Developing and Delivering Online Course (AP 4021)- Michael Heumann presented a draft of the Timeline for Developing and Delivering Online Course and the DE Committee provided several suggestions. Michael stated he will amend the document and email it to the DE Committee.

Right of First Refusal- It was discussed whether a faculty member who developed an online course, should have right of first refusal to continue teaching that online course, regardless of their seniority status. The DE Committee agreed that if a faculty member develops an online course, that work belongs to that faculty member, regardless of their seniority status. Gaylla Finnell and Deirdre Rowley will develop a position paper regarding this issue.

V. Meeting was adjourned at 9:05 a.m.