

**Imperial Valley College
Distance Education Committee Meeting
Unadopted Minutes
October 7, 2010**

9:00 a.m. – 10:00 a.m., Arts & Letters Conference Room, Building 2700

Present:	David Zielinski	Michael Heumann
	Mary Jo Wainwright	Jeff Cantwell
	Ralph Marquez	Omar Ramos
	Taylor Ruhl	Allyn Leon
	Martha Olea	
	Andres Martinez	

Not Present: Brian McNeece
Gaylla Finnell (Excused)
Paige Lovitt

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 MJ. Wainwright/A. Martinez** to approve the minutes of September 16, 2010 as presented.

- 2). **New Online Course Development Process – -Update – David Zielinski** disseminated a copy of the updated draft of the New Course Development Process to all members. The draft needs to be ready to be submitted to the Academic Senate to go on the next Board agenda to become part of the Policies and Procedures. David also generated a checklist form which follows the same pattern. The course developer would then be able to utilize the checklist to be able to walk through the process. Mary Jo Wainwright recommends incorporating the draft into the policy document.

Additionally, the DE committee must generate a procedure for new instructors and/or teaching online for the first time. The checklist would include working with the Instructional Media Designer – Andres Martinez and an evaluation. In addition, Mary Jo requested that Andres create a logistics training document to hand to each

new instructor with the proper guidelines which would include, getting the course in, prepping shell, checking in the first day, making sure assignments are done, an assignment due within the first week or no show, adding students, orientations, etc.

David will proceed with submitting the draft as is to the Academic Senate.

- 3). **Exam Proctoring –Update** – Armando Mendez attended the DE meeting to specifically address the exam proctoring issue. According to Armando, a quarter of his online students, do not take exams either mid-term or final on the regular schedule but utilize the Study Skills Center. Since the decimation of exam proctoring through the Study Skills Center, Armando is planning to do an online version of the exam. Is there a time frame, blocked essays to minimize any online cheating?

David provided Armando with a summary of what was discussed at the previous DE meeting regarding exam proctoring. Since Gaylla Finnell had expressed concern regarding this, the DE has discussed working with Matriculation and the Assessment Center to have an exam proctoring service provided by them.

Taylor Ruhl provided a report on the study he conducted in regards to exam proctoring. According to Taylor, exam proctoring through the Study Skills Center has not decimated; however, a decision to address the concerns of many more faculty concerned with the integrity of the process than the few faculty who have been concerned about the convenience of the process took place. What has been learned is that almost without exception, Study Skills Centers and Assessment Centers, only allow full time non-student staff to proctor an exam. It is a very strict requirement. It is done for the integrity of the proctoring process. Many places also encourage the faculty to proctor their own exams in the interest of efficiency. A vast majority of centers do not allow walk-ins. An appointment is required.

Michael Heumann stated that at some point through the program review process, DE should push forward for the development of a true testing center that would accommodate numerous students. The center should be utilized as a lab as well and have a computer based system. There should be a full time staff to facilitate and work with the faculty to meet the necessary requirements.

According to David, if DE is galvanizing toward a proctoring center then the campus should provide training for online testing. Mary Jo agreed that the training should include tips and best practices. Other concessions can also be made to accommodate students. David often opts to schedule several face-to-face meetings with the interested parties. Mary Jo directs students to take the exam with a regular class midterm during the same week or has them come to her office.

Another option proposed by Taylor in order to expand the exam proctoring is to have one of the Librarians proctor an exam or exams. There is a Librarian on duty

Monday – Thursday until 8:00 p.m. This is common practice in many public and academic libraries. Martha Olea also volunteered to proctor exams should the need arise.

Taylor stated that the question which needs to be addressed is: are online classes at IVC only available to students who are close enough to come on campus conveniently or are online classes available anywhere to anyone? It appears this question must be answered before moving forward.

According to Michael, there have been students attending online courses from out of the area primarily from San Diego or Los Angeles who are in need of a particular class offered year round. Instructors have dealt with this situation in different ways in accommodating them. In some cases they will make arrangements with the Library in their area. The instructor will send the exam to the designated proctor there. More realistically, the out of area students are from Southern California. The out of state tuition costs precludes some students from out of state. There are some military students with roots in the valley but who are geographically elsewhere who are eligible for the in state tuition. It is still DE but fairly localized.

Martha gave the example of the Fire online courses. Michael stated that the Fire online courses are an example of a broader focus since most of the instructors live elsewhere. Most Fire instructors live elsewhere but teach for IVC and other colleges in the state. Fire instructors are among the fewer certified to offer online classes in the field.

Taylor will be taking this information to the Deans. The Deans are very anxious in having issues vetted through them and having an opportunity to speak to these kinds of concerns.

- 4). **Coordination of Orientation/"Comment" Data for Spring 2011 DE Courses** – David met with Martha and Andres last week to discuss DE from budget to other issues. Some of the discussion included coordinating all this data information. David proposed working with Division Department Secretaries to gather the first wave of orientation data and then midterm/final data. Apparently, there was some musical chairs happening with the secretaries which has stopped or been placed on hold. An attempt was being made to isolate the secretary from each area in order to contact them to establish a routine in gathering the data information needed from the instructor. The second wave of data would be the copying for the DE page. Since there is no winter intersession, there is plenty of time to gather the information.

- 5). **ATLAS Grant (Dr. Heumann)** - The ATLAS grant was approved. It is a 3 million plus dollar grant over a 5 year period. It will pay for a lot of technology

improvement. The first thing which will be addressed is finishing the wireless network. There will be wireless access in every building. The practical thing associated with the grant is that more technology training will be provided to the faculty, staff and students. Michael is specifically connected with faculty training. Essentially, the tech camps will be returning. The tech camps will be provided twice a year, one scheduled before Fall and the other before Spring. The first camp will be a trainer's camp. Michael has enlisted David, Mary Jo and Andres to assist him in developing the camp and lead it sometime before Spring. No specific dates have been scheduled yet. The idea is to train a good group of people during the first camp who will then lead the training throughout the rest of the grant. The grant is not specific to DE although DE will be an integral part of the grant. The grant monies will expand beyond DE to include anything that relates to using technology to improve classes.

Michael hopes to have more detailed information on the trainings which will be provided at the next DE meeting. Additionally, Michael plans to make the tech camps a little different. Instead of receiving benefits in advance, the tech camps will be set up with incentives. Individuals will work on a project and develop it in the subsequent semester. There will be rewards for individuals who finish the projects.

The ATLAS is a Title V grant which is technology inclined but will also allow for travel monies to attend conferences. There are key people in the grant structure; Michael Heumann, Val Rodgers and Jeff Cantwell. The grant will also pay for part of the key people's salaries which will save the college money for five years.

- 6). **DE Training in January 2011** – DE training will take place on January 27, 2011. An online component is open to whoever would like to offer one. There will be training on the use of a smart classroom. Technology will be involved. David will speak to Travis Gregory regarding the organization of trainings.

- 7). **Other – David reported on the following:**
 - Armando inquired about online part time faculty evaluations. Armando stated he had taught a class last Spring which has not yet been evaluated. He wants to continue teaching the class but wants to be evaluated. With the restructuring he now reports to another Dean. In the meantime, David will contact Ed Wells and meet with Ed and Armando to discuss an online evaluation.
 - Armando also inquired if it was possible to send the DE agenda and minutes to All-Users. With the revamping of All-Users, David agreed to place Armando on the DE distribution list.

- Informed the DE members that Michael, Dean Zhao, and Vice-President Todd Finnell met with three representatives from the Sofia Learning Group. They have a website they are building that is still in the infant stages. It could be something the DE instructors could use to incorporate what they call learning packets into their courses. IVC signed up to be invitational only beta testers. This is not a competitor to Etudes but a supplement. More information will be provided at a later time.
- Attended the Technology Planning Committee meeting along with Martha Olea and Omar Ramos. There was discussion about the four areas of concern one of which was Instructional Technology. During the discussion it was understood that Instructional Technology is focused on providing support for instruction and technology. While the DE committee is focused on curriculum and pedagogy course development. All in all the discussion was very good. The Technology Planning Committee will be focusing on facilitating the campus in becoming more efficient.

8). **Adjournment** – The meeting was adjourned at 9:55 a.m.

The next meeting of the DE Committee will be **Thursday, October 21, 2010**, at 9:00 a.m. to 10:00 a.m., in the Arts & Letters Conference Room.