

**Etudes Board of Directors
October 15, 2010 Meeting Minutes**

Present: John Wagstaff (Chair), Eric Ichon, Jon Townsend, Diane Rosner (Vice Chair), Charles Severance (Secretary)

Guests: Glenn Golden

Absent: Ed Gould

Meeting came to order at 9:27 a.m., Presidents' Conference Room, WLAC, Culver City, CA

2. Reading of the Minutes of the preceding meeting

Since Charles Severance will be joining us later it was moved that we postpone the Review of the May 13th minutes until later in the agenda. Seconded and approved.

3. Reports of Officers & Executive Director

3.1 Etudes Production – Glenn Golden

This was our first full year with LiquidWeb. We have good capacity and the environment handles our load nicely. We had issues with the load balancer twice. We share a load balance with other clients and it was overloaded.

It is very expensive to have a dedicated load balancer. We will be moving to a dedicated load balancer solution with redundancy to improve reliability. This will include redundancy in case of failure of the main LB. The rest of our systems are already fully redundant including the database, file systems and application servers.

3.2 Software Development – Vivie Sinou

Small improvements to the Sakai code were made and a few issues were resolved. The syllabus tool was revamped. Release dates functionality in Announcements has been completed, and base date work in Melete is done and undergoing QA.

The new formal course evaluation tool is done and, when deployed, will be listed as an option within Assignments, Tests and Surveys. Instructors will not be involved in these anonymous evaluations; instead results will be emailed directly to the Division Chair, Department Head, etc. The new feature will also allow instructors to set up surveys or assignments and the results will be automatically emailed to a list of recipients. The specifications of this new functionality in Etudes will be emailed to the Distance Education Coordinators for review by their Vice Presidents.

Other recent developments include streamlining the user interface of Etudes and addressing additional accessibility needs with the implementation of special access added to Discussions and Modules. It was already in AT&S.

Course map has been started, but is not too far along.

The problem of conflicting user ids has been resolved. Full student IDs are now reported, so if a student changes their last name instead of a new ID being created, now this is synced so records are merged. Instructors who teach at multiple colleges with Etudes will have the option to have a single sign on. A form has been created asking for preferred User ID and all employee #s.

Another new feature under development is a release date option which will allow instructors to publish/unpublish course sites on a specific date.

By the end of this year the ability to add site participants is going to be streamlined by implementing two options -- one adding an existing Etudes User ID and one using an email address to create or add a guest account. Instructors will be prompted to add guests who have an existing Etudes User ID instead of creating a new guest account with their email address. Added users will be notified via email.

3.3 Community Update – Vivie Sinou

Vivie has received a couple of inquiries from K – 12 schools. An American school in India requested a demo and the Weed Unified School District has also expressed an interest. John mentioned a meeting in Monterey next Tuesday – Friday for the California Educational Technology Professional Association for information technology staff and users.

Since social networking is the next big wave, it was suggested that we use uTube, Facebook and Twitter for marketing.

Vivie will create a monthly Blog with quarterly updates linked to a hard copy newsletter which will be mailed to prospective users.

Action item - for John to check on how much time his staff spend maintaining social network initiatives

3.4 Financial Report – Vivie Sinou

Our finances are in a steady state and all revenue is in for this year. There will be a 3% increase for next year. Medical benefits went up 20%. Vivie has created a projection for next year including the possibility that some colleges will move up or down a level and credits that may be due. LAVC and WLAC have reduced enrollments thus far during this academic year.

It was agreed that it would be good to send invoices in February 2011 if possible. Members will not be charged late fees as long as invoices are paid by the end of August. Colleges who sign two-year contracts can freeze their price for hosting and support services for the additional year.

A concierge marketing strategy was recommended, Diane may be able to help. We maybe able to identify someone already involved with Etudes to develop an approach for both administrators and faculty leaders.

Form 990 for the Federal government and form 190 for California will have to be approved by the Board during the first week of November. We have to indicate that we have each read it, that we have no concerns or questions and approve it.

3.5 Other Operational – no issues.

4. Old and Unfinished Business – none.

5. New Business

5.1 2010 Etudes Summit

5.1.1 Location, Venue, and Program

Hotels for the 2011 Etudes Summit were discussed. Hotels have agreed to waive fees for Internet usage in guest rooms and the conference area. We agreed that due to the size of Summit a small venue is preferred. The Queen Mary was considered, it is quite expensive compared to other options. Vivie reported that the Marriot Courtyard is very nice and more accessible.

Motion to host the 2011 Summit at the Marriot made and seconded. Motion passed, 4 to 1. Board members thanked Marlene for her research.

Potential topics for the Summit include good uses of multimedia, best practices, group work & collaboration, using social networking tools, tips for basic skills, English and Math, success stories, copyright & accessibility.

It was agreed that we should invite administrators from K – 12 schools, including Weed Unified School District and Ivonne Larson from Lake Tahoe.

5.1.2 Pre-Conference Briefing /Sessions

We plan to invite CEOs, presidents and chancellors. Vivie will have a phone conference with Dr. Ed Gould about this and would then like the Board to take the lead. This is an opportunity to share with college administrators who we are, what we are doing, and where we are going. We need to discuss how to set up this

Executive Briefing, what we will cover and how to attract participants. We may host a second one in the Bay Area. It was suggested that a cocktail event may be preferable to an early afternoon event. The issue was tabled until the conference call which is tentatively scheduled for early November; maybe we can discuss the tax Return 990/190 forms for approval at the same time. A preconference session for faculty was also discussed. This would consist of a workshop and dinner for an extra fee. Jim Marteney was recommended. The keynote will be presented by Linda Thor the Chancellor for the Foothill-De Anza Community College District.

5.1.3 Awards

We will give three awards for Best Etudes Teaching Sites; winners will get free registration, will present at the Summit and will provide a duplicate of their course for the Etudes library, with copyright protection. We established a sub-committee to determine the categories and nominees for the Board Award to honor outstanding contributions to the Etudes community.

A Best Feature Request Award will be considered in the future.

5.2 Board Membership / Elections

Three board members are appointed and three are elected. The three that are appointed are Charles, Diane and John. Their terms are up 6/30/2011. We considered looking for new members, but recognize the need for stability and experience as the organization matures. Vivie recommends that we re-appoint the three appointed board members. All three indicated a willingness to serve for another term.

Diane Rosner was asked to excuse herself. A motion to extend her term for three more years was made, seconded and approved.

Charles Severance was asked to excuse himself. A motion to extend his term for three more years was made, seconded and approved.

John Wagstaff was asked to excuse himself. A motion to extend his term for three more years was made, seconded and approved.

The next election will be held in 2012 for the three elected board members with terms to start in 2013.

5.3 Conflict of Interest forms – Signing for 2010 -11

A description of what a conflict of interest is was provided; structural issues, examples were discussed. Disclosure forms were distributed and signed.

5.4 Holiday Schedule – 2010-12

The holiday schedule for 2010 – 12 is included in the employee handbook; Foothill's 15 holidays were included. There is a proposed change to move Caesar Chavez day from 9/3 to move to 3/31. Motion made, seconded and approved.

We discussed how to deal with holidays that fall on Friday or when an employee is asked to work on a holiday. A motion to approve the following language was made, seconded and approved.

"When holidays fall on days that an employee is not scheduled to work, or if an employee is asked to work on a holiday, the employee can take additional days equivalent to the percentage of time they work."

Examples will be provided for both possibilities.

2. The minutes from our May 13, 2010 meeting were reviewed and approved.

6. Adjournments

Meeting adjourned at 1:45 p.m. Next meeting will be held at the Summit.