New Mexico Regulation and Licensing Department
BOARDS AND COMMISSIONS DIVISION
New Mexico Real Estate Commission
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www.RLD.state.nm.us/Boards/Real_Estate_Commission.aspx

Education Steering Committee
Meeting of April 18, 2012
Greater Albuquerque Association of Realtors
1635 University Blvd. NE
Albuquerque, New Mexico

MINUTES

Members Present:

Bill Hallett, Chair
Marketta Damonte
Roberta Hayes
Kurstin Johnson
Michelle Martin
Bill McCoy
Susan Romero-Crenshaw
Jack Sheehan
David Steele
Al Winkeljohn

Staff Present: **Claire Conrad, Education Administrator**

Call to Order – Bill Hallett, Chair

A. Mr. Hallett called the meeting to order at approximately 10:00 a.m.

B. Approval of the Agenda for the April 18, 2012 meeting of the Education Steering Committee (ESC)

Claire Conrad stated that there were three items to be added to the agenda. Bill McCoy would present a course for one-time credit for the Center for Advanced Real Estate Studies. Daniel Gutierrez would present a course for one-time credit for Fidelity National Title. Also, there would be a discussion of the two individuals who expressed an interest in becoming members of the ESC. David Steele made a motion that the amended agenda be approved. Kurstin Johnson seconded the motion and the motion carried.

C. One-Time Course Approvals

1. Kendra Yevoli representing SIOR NM Chapter presented "2012 SIOR Spring World Conference" for one-time credit. Bill McCoy made a motion that the course be approved for 4 hours of education category continuing education credit. David Steele seconded the motion. After discussion, the motion carried. Michelle Martin abstained from the voting. This course is the first out of 4 possible one-time courses for the SIOR NM Chapter in 2012.
2. Sarah Hesse representing Santa Fe Community College presented "Green Appraisal 2-day Workshop" for one-time credit. David Steele made a motion that the course be approved for 10 hours education category credit. Al Winkeljohn seconded the motion. After discussion, the motion was denied. Roberta Hayes made a motion that the course be approved for 8 hours education category credit. Susan Romero-Crenshaw seconded the motion. After discussion, the motion carried. Michelle Martin abstained from voting. This course is the first out of 4 possible one-time courses for the SFCC in 2012.
3. Lynn Anderson representing NAIOP NM Chapter presented "Taming Technology, Using Technology and Social Media to Make Money in Your Business" for one-time credit. Al Winkeljohn made a motion that the course be approved for 5 hours training category continuing education credit. David Steele seconded the motion and the motion carried. Michelle Martin abstained from the voting. This course is the fourth out of 4 possible one-time courses for NAIOP in 2012.
4. Bob Dunn representing Fidelity National Title presented "Consulting Sellers Successfully" for one-time credit. Jack Sheehan made a motion that the course be approved for 6 hours training category credit. Marketta Damonte seconded the motion. After discussion, the motion carried. Michelle Martin abstained from voting. This course is the second out of 4 possible one-time courses for Fidelity National Title in 2012.
5. Bill McCoy representing Center for Advanced Real Estate Studies presented "State, Regional and National Economic Forecast" for one-time credit. David Steele made a motion that the course be approved for one hour of education category continuing education credit. Roberta Hayes seconded the motion. After discussion, the motion carried. Michelle Martin abstained from voting. This is the first out of 4 possible one-time courses for the Center for Advanced Real Estate Studies for 2012.
6. Daniel Gutierrez representing Fidelity National Title presented "Benefits of the 203K" for one-time credit. Bill McCoy made a motion

that the course be approved for two hours of education category continuing education credit. Jack Sheehan seconded the motion. After discussion, the motion carried. Michelle Martin abstained from voting. This is the third out of 4 possible one-time courses for Fidelity National Title in 2012.

D. Sponsorship and One-time Course Approval

1. James Peck presented a sponsorship application for "The Building Owners and Managers Association of New Mexico (BOMA/New Mexico). Bill McCoy made a motion that the sponsorship application be approved. David Steele seconded the motion and the motion carried. Michelle Martin abstained from voting. James Peck representing BOMA/New Mexico presented "BOMA Southwest Conference Education Program" for one-time credit. David Steele made a motion that the course be approved for six hours of education category continuing education credit. Marketta Damonte seconded the motion. After discussion, the motion carried. Michelle Martin abstained from the voting.

E. **Permanent Course Approvals**

1. Orlando Lucero presented a course and instructor application for the course "Surveys from A to Z." After the presentation, David Steele made a motion that Mr. Lucero's instructor application be approved. Marketta Damonte seconded the motion. After discussion, the motion carried. Bill McCoy made a motion that the course application for "Surveys from A to Z" be approved for 4 hours education category continuing education credit. Jack Sheehan seconded the motion and the motion carried. Michelle Martin abstained from the voting.
2. Bill Hughes presented an instructor application for "Understanding the Loan Process." After the presentation, Kurstin Johnson made a motion that the application be approved. David Steele seconded the motion. After discussion, the motion carried. Michelle Martin abstained from voting.
3. Richard Gallegos presented an instructor and course application for "Introduction to Commercial Real Estate Basics." After the presentation, David Steele made a motion that the instructor application be approved. Al Winkeljohn seconded the motion. After discussion, the motion carried. Al Winkeljohn made a motion that the course "Introduction to Commercial Real Estate Basics" be approved for 4 hours education

category credit. Roberta Hayes seconded the motion. After discussion, the motion carried.

4. Richard Gallegos presented an instructor and course application for "Commercial Real Estate Fundamentals." After the presentation, Bill McCoy made a motion that the instructor application be approved. Marketta Damonte seconded the motion. After discussion, the motion carried. Michelle Martin made a motion that the course "Commercial Real Estate Fundamentals" be approved for 2 hours education category continuing education credit. David Steele seconded the motion. After discussion, the motion carried. Bill McCoy suggested that he and Ms. Conrad work with Mr. Gallegos to rename the courses so that there isn't confusion distinguishing between the two.

F. Minutes and Project Updates

1. **Approval of the Minutes of the March 12, 2012 Education Steering Committee**
   Susan Romero-Crenshaw made a motion that the minutes be approved. Al Winkeljohn seconded the motion and the motion carried. Michelle Martin, Bill McCoy and Jack Sheehan abstained from voting.
2. **Mandatory Course Updates**
   Claire Conrad stated that Modules 1-4 of the Mandatory Course had been updated. Additional updates are going to be done to Module 6 – Civil Rights. Hopefully, the updates to Module 6 will be done in a couple of weeks. At that time, the final updates will be sent to all of the Mandatory course instructors. Ms. Conrad asked if instructors wanted the materials accessible via the website like they had been in the past. Jack Sheehan said that accessing them via the website was helpful. He also requested that the pagination be corrected so that when the book is printed double sided; the modules start on the right hand side.
3. **Revised Online Course and Instructor Presentation Guidelines**
   Claire Conrad shared that there was additional clarification needed regarding online course presentations. Particularly, whether an instructor needed to present before the ESC using the distance education platform they plan to use to teach the course. Bill McCoy made a motion that the online presentation guidelines be amended to state that instructors presenting before the ESC must "demonstrate proficiency in the platform and once the platform is approved, they are no longer required to present utilizing that

platform." Susan Romero Crenshaw seconded the motion. After discussion, the motion carried. (See attached amended guidelines)

4. **Candidates for Two Vacant ESC Positions**
   Claire Conrad stated that the New Mexico Real Estate Commission had received two letters of intent for the two vacant ESC positions. Colleen Dearing of Santa Fe and Kathy Segura of Clovis have both expressed interest in the positions. After discussion, it was determined that the ESC would forward both names to the New Mexico Real Estate Commission for consideration at their May 21st meeting.

   Due to scheduling conflicts on May 16th, the ESC requested that Ms. Conrad check with GAAR regarding room availability to see if the May meeting could be rescheduled to May 9th.

   There being no further business. The meeting was adjourned at 2:45 p.m.

Claire E. Conrad

Claire E. Conrad, Education Administrator
New Mexico Real Estate Commission

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Online Course and Instructor Presentation Procedures

In addition to meeting the requirements for distance education as stated in New Mexico Real Estate Commission Rule 16.15.15.11 Section E, the following policy pertains to online course providers and instructors.

Online course and instructor presentations
The online course management and delivery system must adhere to Generally Accepted Principles of Education.(See attached)

Instructors must provide an approved course outline (or new outline for a new course) on the New Mexico Real Estate Commission approved application. The application must include a timed outline for the course and learning objectives.

The application must include an instruction sheet that includes:
How to access the course (login instructions) for the ESC members auditing the course, contact information for technical assistance and the New Mexico approved instructor

The course and instructor approvals will be determined based on the submission and presentations. Incomplete applications and submissions will be returned without action.

In their presentation before the ESC, an instructor must demonstrate proficiency in the distance education platform and once the platform is approved, the instructor will no longer need to present any additional courses using the approved platform. Each new course application will continue to be audited to verify content and course length.

Online instructor presentations
Semester-long and stand-alone courses
Two ESC members will be given login access information to audit the course one month prior the instructor's ESC presentation.

The ESC members auditing the course will report back to the ESC regarding:
Course access – was the course easy to login to, did they have technical problems logging in?

Real Estate Commission Rule 16.15.15.11 Section E, items 6, 7, 9 and 10
(6) description of the method, such as examinations and quizzes, by which student progress and mastery of the subject matter is measured, and for determining what is required for a student to successfully complete the course;
(7) description of the method by which student identity is verified;
(9) the names, telephone numbers and email addresses of individuals, web sites, or other resources that students can contact for technical assistance and subject matter questions, and the hours and other conditions of availability of such individuals and resources;
(10) a description of the methodology used by the provider in determining the classroom hour equivalency of each distance education course;

Instructor appearance procedure for a new course.
1. A presentation to the ESC as to the contents of the course, as well as how the course will benefit the general public as well as that of the Brokers being taught.
2. The instructor will choose and instruct from a section of the outline.
3. The ESC will choose a section of the outline and the instructor will instruct that section. The instructor will provide paper copies of that module to the ESC.

Instructor appearance procedure for a course the instructor is approved to teach in classroom
1. The instructor will choose and teach a section of the outline.
2. The ESC will choose a section of the outline and the instructor will teach that section.

Live streaming, video streaming or videotaped course
Based on a previously approved permanent course and instructor, the instructor and a representative of the sponsoring school would appear before the ESC to verify the following information:

1) The sponsor has access to a facility that meets the technical requirements and environment to successfully offer the course, and the course will be delivered in that facility
2) The instructor can effectively deliver the course in this environment
3) Student's attendance in the viewing classroom would be proctored or another method would be used where student's attendance and understanding of the material would be verified.

Webinar (synchronous)
Instructor appearance before the ESC to present the following:
1. The contents of the course, as well as how the course will benefit both the general public and the Brokers being taught.
2. The ESC will direct the instructor to choose a starting point from the outline to begin instructing from and will indicate where to stop the presentation at their discretion. The instructor will then be directed to continue instructing from a point in the outline chosen by the ESC, and again will be told when to stop the presentation.
3. Demonstrate the online environment for effective delivery of the webinar.

The instructor and/or sponsor will verify that all webinar participants can be monitored and that the sponsor will monitor participants to ensure they are listening or participating.

Prior to the webinar, the sponsor will make the course outline and handout materials available to participants.

Distinguished Real Estate Instructor™ (DREI)

Generally Accepted Principles of Education
(Adopted By the Real Estate Educators Association)

Category: KNOWLEDGE

Instructors should:

1. provide **current** information.
2. present alternative viewpoints on material when there is not a single position that is accepted industry-wide.
3. clearly identify opinions as the instructor's opinion.
4. build a proper foundation for each major element of a subject.
5. deal with all key elements of a subject.
6. cover the material adequately in the allotted time.
7. answer all questions logically and concisely.
8. be informed enough to handle a variety of questions on the subject being taught.
9. admit when he/she does not know the answer to a question and volunteer to obtain that information.

Category: ANDRAGOGY

Instructors should:

1. present new ideas by relating them to pre-existing knowledge held by the learners.
2. teach at the learner's level.
3. show **in a specific way** how new material will **benefit** learners.
4. encourage questions and motivate involvement.
5. show tolerance – both to **ignorance** and **disagreement** thus avoiding arguments and confrontation.
6. build learner's self-esteem.
7. call learners by name.
8. involve learners in the learning process through planned activities.
9. use a variety of teaching methods.
10. teach to all participants, not just those who show interest.
11. present key points by using examples as illustrations.

Category: SPEECH

Instructors should:

1. use concise, simple, and normal speech patterns; use simple terminology.
2. **not** read to the class.
3. keep the presentation on pace thus finishing the material in the allotted time.
4. keep topic flowing.
5. speak loudly enough to be heard by all.
6. enunciate clearly without being overdone.

7. restate an individual learner's question to the group as a whole prior to attempting to answer the question.
8. use humor when appropriate to make a point.

Category: TEACHING AIDS

Instructors should:

1. make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface.
2. use visual imagery when possible to enhance written words.
3. use written words when possible to enhance oral speech. NOTE: **Written is better than oral; visual is better than written.**
4. follow the prepared outline.
5. make sure that all material on the outline will be covered in the class and none of it is extraneous.
6. deviate from prepared material only to meet specific needs.
7. arrange the classroom so that learners do not have to look through physical objects.
8. use modern presentation equipment such as overhead projector or computer projection.
9. use equipment that enables the instructor to remain looking at the learners rather than turning their back to the class to write.
10. make sure that the physical stature of the instructor does not block the view of the learners toward the projected material.
11. make sure that the projector screen is easily visible to the group as a whole.
12. use color.
13. use large images for projected material.
14. turn the projected image off when not in use and on to call attention to the material.
15. **never** block the image by walking between the projector and the screen with the projector on.

Category: LEARNING ENVIRONMENT

Instructors should:

1. be positive toward the subject matter.
2. refrain from ridiculing either the learners or others.
3. wear professional attire.
4. attend to personal grooming.
5. set up the room to accommodate the approximate number of learners expected to attend.
6. make sure empty seats are kept to a minimum.
7. make sure that lectern or table at front of room is unobtrusive.
8. provide writing surfaces for learners.
9. make sure that learners have ample space between them.
10. **not** stand behind physical objects for more than a short time period.
11. use gestures during the presentation.

12. use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally.