



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
March 12, 2013
3:30 p.m. to 4:30 p.m.
L 201**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPEN COMMENTS FROM THE CHAIRS**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. February 26, 2013**
- 5. ACTION ITEMS**
- 6. DISCUSSION ITEMS**
- 7. SUBCOMMITTEE REPORTS**
 - a. BE Workstation Guide**
 - b. Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation**
 - c. Accreditation and Other Legal Issues**
 - d. Website avonline.avc.edu and Data Collection**
- 8. ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
March 12, 2013
3:30 p.m. to 4:30 p.m.
L-201

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The March 12, 2013 Distance Education and Technology Committee (DETC) meeting was called to order at 3:30 p.m. by co-chairs Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell.

2. OPENING COMMENTS FROM THE CHAIRS

Dr. Nancy Bednar reported that at the Accreditation Steering Committee meeting on Thursday, it was stated that Information Technology Services is paying more attention to the administration side of the house rather than the faculty side. At that meeting Dr. Bednar reported the faculty concerns that were resolved due to efforts of the DETC: clock issue, statement added to blackboard and frozen computers. She provided evidence in response to the four (4) recommendations made by the Accrediting Commission for Community and Junior Colleges ACCJC in October 2012.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. February 26, 2013

A motion made and seconded to approve minutes of the February 26, 2013 Distance Education and Technology Committee meeting. Motion carried.

5. ACTION ITEMS

6. DISCUSSION ITEMS

- Dr. Bednar reported the numerous cancellations of online classes for the Fall 2013 schedule. She explained the cancellations are due to the low retention rate for online classes. Dr. Bednar led discussion to identify steps to stabilize and support online classes. Dr. Bednar suggested discussion with the Union and better-defined training. Mr. Greg Krynen addressed the need for instructors to know how to build a shell. Dr. Bednar explained the former Blackboard Boot Camp – a Faculty Professional Development (FPD) activity facilitated three evenings during the Flex period in January. Here faculty were taught how to take an empty shell and build a course. She reiterated the importance to define online training.

Dr. Tom O'Neil addressed the need for a facility that faculty can use for training, and to evaluate new software programs for classes. Ms. Nancy Masters suggested its use for SLO/PLO training. It was suggested the concept be presented to the Board of Trustees as well as the Academic Senate.

Mr. Brandon Zavala suggested that an online overview become part of the matriculation process. John Toth suggested going back to the Union to look at the contract and clarify what training means. Dr. Charlotte Forte-Parnell noted that 90% of students that come in are Basic Skills in at least one course.

Discussion was made regarding a recommendation to the Academic Senate and the newly-formed Student Success Committee, for an orientation for students considering online classes.

Mr. Joseph West noted the breakdown between high schools, middle schools and AVC, where students are passing classes they should have clearly failed. Mr. Walter Briggs noted that high school counselors do all scheduling and transferring for students, making new students unfamiliar and unprepared to operate within the community college system. Mr. Ken Sawicki stated he notices the issues with students with disabilities.

Dr. Tom O'Neil stated that certain faculty have developed pedagogy for faculty wanting to teach online a booklet for faculty and students. Dr. Bednar recommended it as something DETC could begin to look at.

Mr. Mike Wilmes suggested an academic skills special class that students can take for education as to how to use Blackboard – not as a requirement but a resource. Dr. O'Neil suggested not-for-credit certification class.

A motion was made and seconded to move the item as an action item. Motion carried with two (2) abstentions.

A motion was made and seconded for Dr. Bednar and Dr. Forte-Parnell to meet with Ms. Clinton to address Faculty Online Training and Student Online Orientation. Motion carried.

- Mr. Mike Wilmes suggested that DETC begin looking towards acceptable window of downtime to install the Blackboard Service Pack 11. He stated that Mr. Rick Shaw is working with Deans to confirm when we bring Blackboard down for one hour.
- Mr. Mike Wilmes stated he will notify Mr. Steve Burns to publish a warning regarding the use of Internet Explorer. Mr. Wilmes will post to the new language on the test server for Blackboard. Mr. Burns will obtain approval from Dr. Bednar, who will discuss with Mrs. Sharon Lowry. Mr. Wilmes will post a list of user-friendly browsers.

7. SUBCOMMITTEE REPORTS

a. BE Workstation Guide

Mr. Mike Wilmes reported that Mr. Rick Shaw is interested in joining the BE Workstation Guide subcommittee. Mr. Shaw provided resources from Ventura County.

b. Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation

None.

c. Accreditation and Other Legal Issues

None.

d. Website avconline.avc.edu and Data Collection

Dr. Bednar suggested Mr. Charles Hood create something that looks like to template and present it to the committee.

8. ADJOURNMENT

A motion was made and seconded to adjourn the March 12, 2013 Distance Education and Technology Committee meeting at 4:34 p.m. Motion carried.

MEMBERS PRESENT			
Dr. Nancy Bednar	Greg Krynen	Dr. Tom O'Neil	Joseph West
Dr. Charlotte Forte-Parnell	Priscilla Jenison	Ken Sawicki	Mike Wilmes
Walter Briggs III	Dr. Scott Lee	John Toth	Brandon Zavala
Charles Hood	Ron Mummaw	Scott Tuss	
MEMBERS ABSENT		GUESTS PRESENT/EX-OFFICIO MEMBERS	
Rick Shaw		Dan Scott	

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Approved: March 26, 2013 Distance Education & Technology Committee Meeting