ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
March 11, 2014
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. OPENING COMMENTS FROM THE CHAIRS

3. OPEN COMMENTS FROM THE PUBLIC

4. APPROVAL OF MINUTES
   a. February 25, 2014 Minutes - attachment

5. DISCUSSION ITEMS
   a. Missing Meetings – Proxies
   b. SORT Readiness Tool Report – Priscilla Jenison, Diane Flores-Kagan, Megan Turrill
   c. Regular & Effective Contact with Students Report – Dr. Nancy Bednar, Dr. Tom O'Neil, John Toth

6. ACTION ITEMS

7. ANNOUNCEMENTS

8. ADJOURNMENT

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

1. CALL TO ORDER AND ROLL CALL
   The Distance Education and Technology Committee meeting of March 11, 2014, was called to order at 3:36 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

2. OPENING COMMENTS FROM THE CHAIRS

3. OPEN COMMENTS FROM THE PUBLIC
   - Mr. Mike Wilmes reported a request from Blackboard for three (3) hours of downtime for maintenance. He requested the level of severity and is awaiting answer. It was agreed the maintenance would take place the first Sunday morning of spring break.

   - Mr. Mike Wilmes is meeting with Stephen Burns regarding the down AVC website down last weekend. Server software is hanging up and stops serving the website. Mr. Wilmes reported they are in preparation stages in the project to move the AVC online, podcast and a few other websites to a new server.

4. APPROVAL OF MINUTES
   a. February 25, 2014 Minutes – attachment
      A motion was made and seconded to approve the minutes of the February 25, 2014 Distance Education and Technology Committee meeting.
      Motion carried.

5. DISCUSSION ITEMS
   a. Missing Meetings – Proxies
      Dr. Bednar reminded members to select a proxy. After two absences, delegate will be spoken to; further absence will result in consideration for replacement.

   b. SORT Readiness Tool Report – Priscilla Jenison, Diane Flores-Kagan, Megan Turrill
      Ms. Megan Turrill reported the subcommittee is identifying problems with SORT and reviewing various resources for solutions, including various tools at Ventura Community College and MiraCosta Community College.

      Ms. Diane Flores-Kegan is working on a survey for DETC to establish what SORT should contain.

      Ms. Priscilla Jenison discussed programs at MiraCosta Community College and Ventura Community College. She reported MiraCosta CC reaches readiness, goals and learning preferences. She noted the valuable FAQ page. Dr. Bednar suggested Mr. Rick Shaw could possibly assist with information from Ventura Community College – his previous employer.

   c. Regular & Effective Contact with Students Report – Dr. Nancy Bednar, Dr. Tom O'Neil, John Toth
      Dr. Bednar led discussion regarding the ***Regular and Effective Contact Policy for Online Instruction*** draft created by Mr. Charles Hood. Dr. Bednar and various members acknowledged and thanked Charles Hood for creating the draft. John Toth, Dr. Scott Lee and Dr. Susan Lowry reviewed the draft and did not foresee union concern. Dr. Bednar asked members to review the policy in preparation for action at the March 25, 2014 meeting, noting a first step in the process to create administrative policy.

Discussion was made regarding accessibility for instructors teaching online. Dr. Bednar explained a video without closed captioning could be used once, however after that an audio file with transcript or video file with closed captioning must be published. She noted if a course is accessible to someone visually impaired, it must be accessible to everyone. If the video is longer than 15 minutes, it can be uploaded to YouTube under the AVC account for closed captioning.

Dr. Bednar will meet with Dr. Erin Vines and/or President Knudson regarding accessibility concerns.

6. ACTION ITEMS
   None

7. ANNOUNCEMENTS
   None

8. ADJOURNMENT
   The Distance Education & Technology Meeting workshop was adjourned at 4:31 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

MEMBERS PRESENT		
Dr. Nancy Bednar	Dr. Scott Lee	John Toth
Dr. Charlotte Forte Parnell	Ron Mummaw	Megan Turrill
Walter Briggs	Ken Sawicki	
Priscilla Jenison	Jayme Star	
MEMBERS ABSENT		
Diane Flores-Kagan	Dr. Tom O'Neil	Scott Tuss
Charles Hood	Rick Shaw	
GUESTS		
Mike Wilmes		

Approved: March 25, 2014 Distance Education and Technology Committee Meeting

Antelope Valley College
Regular and Effective Contact Policy for Online Instruction

Background: In hybrid or fully online courses, ensuring Regular Effective Instructor/Student Contact guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

Title 5 regulations do not make a distinction between regular and distance education courses beyond the need to have a separate curriculum approval process and the need to ensure regular effective contact. The guidelines do say that quality assurances within the regulations apply to all distance education (hereafter, DE) courses, which include hybrid courses. Therefore, it is assumed that those qualities of regular effective contact described above for the face-to-face environment should also be applied to the distance education situation. The DE Guidelines require colleges to develop a policy regarding regular effective contact that addresses "the type and frequency of interaction appropriate to each DE course/section or session."

Relevant Ed Code includes the following.

55202. Course Quality Standards.

The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2. NOTE: Authority cited: Section 66700 and 70901, Education Code. References: Sections 70901 and 70902, Education Code.

55204. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:
Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.
Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors. NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

AVC Policy

All DE courses at AVC, whether hybrid or fully online, will include regular effective contact as described below:

- **Initiated interaction**: Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Opportunities that relate to the content of the course should include those in which students interact with instructors, instructors interact with students, and students interact with each other. Providing students with an open-ended question forum or discussion post venue, even if required, does not constitute the entirety of effective instructor-initiated interaction. In addition to open-ended question forums, faculty are encouraged to utilize Course Management System (CMS, eg, Blackboard) facilitated blogs and journals, AVC email, and collaboration chat tools to engage instructor and student interaction. Implementing social media and other community-building actions into course activities (e.g. VoiceThread, Twitter, Facebook, etc.) can also be used to facilitate interaction, as can field trips and seminars.

- **Frequency**: DE Courses are considered the "virtual equivalent" to face-to-face courses. Therefore, the frequency of the contact should replicate the time commitments of face-to-face instruction, although the exact pattern will vary by course and by instructor. Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that will ensure that regular contact is maintained over the course of a week and should occur as often as is appropriate for the course. It is noted that online instruction may require alternate duty hours than in-person instruction; some online classes, for example, "meet" during weekend hours, as that is when working students more often are available.

- **Establishing expectations and managing unexpected instructor absence:** Instructor availability and synchronous and/or asynchronous class meeting times will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester. If the instructor must be out of contact briefly for an unexpected reason, an email or class posting, the same as for traditional instruction, should be sent. As is the case for in-person instruction, if the offline time results in a lengthy absence, a substitute instructor should be sought who can assist students while the instructor is unavailable, or alternate arrangements made to cover missed instruction.

Type of Contact: Regarding the type of contact that will exist in all AVC DE courses, instructors should use a mix of the following resources to initiate and maintain contact with students:

- threaded discussion forums within the course management system;
- AVC email;

- AVC voice mail;
- weekly announcements in the Course Management System;
- field trips, seminars, or other in-person activities;
- timely feedback for student work.

Suggestions:

- Instructors should also choose to use other forms of communication, as mentioned in section 55204 of Title 5. This says contact happens "through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, email, or other activities." Also, CCCConfer, video conferencing, podcasts, or other synchronous technologies may also be included. CCCConfer is a web conferencing tool that is free to the California Community College System.

- It is suggested that instructors have a threaded discussion that is set aside for general questions about the course, and that instructors may wish to have weekly or other timely, question and answer sessions available to students. This may be accomplished through virtual office hours.

Guideline for Section 55204
This section defines what contact must be maintained between instructor and student. It is virtually identical to section 55211 which it replaces, except that language has been added to clarify that rules related to conduct of distance education and effective instructor contact apply to any portion of a course conducted through distance education. Subdivision (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term "regular effective contact" in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.