



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
September 28, 2010**

3:30 p.m. – 4:30p.m. Room BE243

**Future meetings this semester will occur at the same time, same room on
September 28, October 12 and 26; November 9 and 23**

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

1) CALL TO ORDER AND ROLL CALL

2) COMMENTS FROM THE COMMITTEE CO-CHAIRS

At the request of the committee at our 9/14/10 meeting, two documents are attached: the Senate's Resolution Statement dealing with the DEC's charge in the area of academic computing and the Distance Education Committee Review of the Strata Information Group AVC Technology Review Report (referred to in the resolution statement). These documents are for your information to better understand our charge in the area of academic computing. – Rick Balogh (in absentia)

3) OPENING COMMENTS FROM THE PUBLIC

4) APPROVAL OF MINUTES

a. September 14, 2010

5) DISCUSSION ITEMS

a) Review Add/Correct Online Orientation – Orientation Workgroup

<http://www.avc.edu/onlineorientation/>

b) Latest Survey of Faculty – Dr. O'Neil

c) Provision for faculty to download software – Dr. Parnell

6) REPORTS

a) Podcasting workgroup

b) Orientation workgroup

c) Accessibility workgroup

7) OTHER

8) ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

September 28, 2010

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Dr. Forte-Parnell	Nancy Cholvin	Connie Moise	
Dr. Tom O'Neil	Denise Walker (Proxy for Bonnie Curry)	Mike Wilmes	
Dr. Nancy Bednar	Greg Krynen		
Dr. Youssef Ezzeddine	Joseph West		
Ken Shafer	Ken Sawicki		
Priscilla Jenison			
Joseph West			
Connie Moise			

THESE ARE UNOFFICIAL NOTES

1. CALL TO ORDER AND ROLL CALL

Dr. Parnell, Distance Education Committee co-Chair, started the meeting at 3:30 PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS** – Dr. Parnell gave her apologies that the meeting notice had not been sent out in accordance with Roberts Rules of Order, so this meeting will be an unofficial one for the record. Dr. Parnell did pass out to the members present the two documents that had been requested of Mr. Balogh at the previous meeting. They are: (1) Senate's Resolution Statement dealing with the DEC's charge in the area of academic computing and (2) Distance Education Committee Review of the Strata Information Group AVC Technology Review Report (as referred to in the Senate Resolution Statement).

3. **OPEN COMMENTS FROM THE PUBLIC** – none

4. **APPROVAL OF MINUTES** – None

5. DISCUSSIONS ITEMS

- a. **Review Add/Correct Online Orientation (Dr. Parnell/Rick Balogh)** – Dr. Bednar lead the discussion in regard to the current online orientation. Most members feel that it is a static document and has no interaction with a student who wishes to take online courses. Both she and Dr. O'Neil have researched a number of colleges and came up with what they feel would be the best choice to emulate for our own. This institution is West Hills Community College in Coalinga, CA. We cannot ask Stephen Burns to formulate what he thinks we want in an online orientation. He is waiting to get substantial guidance from the committee. Dr. Bednar put their site up on the screen for all to view. The West Hills College site has three interactive

modules on their site. They are Technology Skills, Access to Technology and Study Habits. Dr. O'Neil has attempted to contact their ITS Department to see if it is possible for us to duplicate their effort but he has received no response at this time. Each of their modules contains a quiz for the student to take to see if they have the qualifications to be an online student. Once finished with the quizzes, it would make them think before they commit. We could tweak our site to lead students to the appropriate AVC computer classes to take before becoming an online student. The online orientation would be located on the main page of AVC under online learning. It is unfortunate that AVC, which would require approval by AP&P, does not offer a required one-half unit course for preparation to take online classes. Dr. Bednar would like to include a link to our online orientation on her syllabus in advance of her classes so they can determine if they will be successful.

The website address for our current online orientation is www.avc.edu/onlineorientation. As you view the site, you see that all it contains is just a checklist with no interaction. Unfortunately though, you cannot force a student to go to this website before they register but we can highly recommend it. Most come into the class having very few computer skills or no computer at all and no knowledge of working with Blackboard. They become very frustrated and the instructor is spending extra time trying to teach them. If we tried to pursue approving the one-half unit class through AP&P, it would be a year long process. The website from West Hills College is copyrighted but Dr. O'Neil is trying to reach them. As an alternative, it would not stop us from rearranging the quizzes to suit our needs and, thus, make it our own online orientation.

One other concern that Dr. Bednar would like a solution to is the automatic updates/shutdowns that can occur on a computer as you arrive to be the first in the classroom for the day. It is very disruptive to teaching but it is something that must be done. Mr. Krynen informed us that ITS has looked at a variety of solutions that could wake up the computer in the middle of the night and do these updates so all computers would be up and running for the first faculty of the day. Dr. Bednar stated that the Strata Report has tasked the committee with more than distance education. We need to evolve into academic computing. ITS is addressing this.

Dr. Bednar has viewed a number of colleges which she has put onto her flash drive. It was requested that she put this information onto the DEC website as well as send it out to each member. She wishes all to view the information and play with each site. We will, hopefully, come to a decision at the next meeting so Mr. Burns can proceed with structuring our online orientation site along the same lines as West Hills Community College. Once there is a consensus, the orientation workgroup will forward this information to him. If anyone should have any questions, comments or suggestions, please forward them to Dr. Bednar and Dr. O'Neil.

b. Latest survey of faculty (Mr. O'Neil) – Dr. O'Neil will contact Ted Younglove to create a survey monkey to determine how many of our faculty have Blackboard shells and who are using them. Also, if they are regular faculty, hybrid or online. Mr. Wilmes has stated that there is no way for Blackboard to relay this information to us but we are being charged for so many shells, even if they are being used or not.

7. REPORTS

a. Podcasting Workgroup – Dr. Ezzeddine is a remaining member of this committee, which also includes Bonny Curry who has a proxy for this semester. It was requested by the members that an item be placed on the next agenda to determine which members are on what committees and assign new members as needed.

b. Orientation Workgroup – See above

c. Accessibility Workgroup – Mr. Sawicki has been working on getting funding for captioning of online courses. He needs to discuss this issue with Ms. Moise before putting captioning links of online classes on the AVC website. He will report again at the next meeting. This is an important issue because we must be in ADA compliance. If a faculty member puts an audio lecture on his website, it needs to have a video component with it for the deaf and hard of hearing. There is a grant to accomplish this so he will be pursuing this.

8. OTHER

a. Dr. Ezzeddine feels it is important to procure a copy of the Blackboard contract.

b. Dr. Bednar stated that the committee is going to have to broaden its purview of WEAVE, CurricUNET and Astra as it will pertain to all aspects concerning the courses that are taught and to follow up on recommendations from the STRATA Report. Dr. Parnell recommended that each member read the documents handed out today and determine if we should create more workgroups in conjunction with the requirements set forth. It was suggested that this should be another agenda item. Dr. Bednar also recommended that if a workgroup is finished with their work, then it should be dissolved. Dr. O’Neil stated also that since Mr. Balogh is the intermediary between faculty and issues, that it should be divided up between specifics regarding the Lancaster and Palmdale campuses. It is a very important issue that we grow our resources at the Palmdale Center so we can maintain 1000LHE and receive the additional funding from the state.

c. Mr. Krynen showed to the committee members the I-Pad that we received from Blackboard Mobile Learn. They requested that we test it out and the first go-around was a failure. They have since upgraded it but it still is not perfect. Blackboard wants to know how the students are relating to it. That also brings up the subject of having WiFi on our campus, but that’s another subject in itself.

9. ADJOURNMENT – the meeting concluded at 4:30 PM.