ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
November 23, 2010
3:30 p.m. – 4:30p.m.   Room BE249

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**

3) **OPENING COMMENTS FROM THE PUBLIC**

4) **APPROVAL OF MINUTES from the 11/9/10 meeting**

5) **DISCUSSION ITEMS**
    a) Review proposal to teach ACCT 205 Managerial Accounting online – Rick Balogh
    b) Review proposals to teach German 101 and 102 online – Rick Balogh
    d) Strata recommendation #3 "The establishment of two advisory committees…"
      – Rick Balogh

6) **OTHER**

7) **ADJOURNMENT**

DISTANCE EDUCATION COMMITTEE MEETING
November 23, 2010

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Mike Wilmes	Dr. Tom O'Neil	Deborah Wallace
Bonnie Curry	Priscilla Jenison	Joseph West	Heidi Preschler
Dr. Nancy Bednar	Dr. Youssef Ezzeddine		Javier Carcano
Dr. Forte-Parnell	Ken Shafer		
Connie Moise			
Nancy Cholvin			
Ken Sawicki			
Greg Krynen			

1. **CALL TO ORDER AND ROLL CALL**
   Rick Balogh, Distance Education Committee Chair, called the meeting to order at 3:32PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS –** Mr. Balogh had heard that a draft of the minutes from the last meeting had been distributed to another committee. He wanted all members of the committee to understand that this is something that should not be done. He stated that there could be mistakes in the minutes and it should not be forwarded until it is finalized and approved by the committee and posted. All agreed. Dr Parnell had no comments to add.

   Ms. Moise was wished very good luck on her new position and all stated that they would miss her on this committee.

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

4. **APPROVAL OF MINUTES –** As far as the corrections to the minutes of the November 9, 2010 meeting, Mr. Balogh went over the corrections that he had submitted to the secretary. He explained in further detail in regard to the use and assignment of the computer labs. Mr. Wilmes also inputted that the labs should only be utilized by the BCSED and not given the connotation of "open lab" as this indicates one that any student can walk into. They should be kept separate unto the computer science courses that use those machines and how they are specifically configured for them. Javier Carcano and Mike Wilmes also reiterated that there has been a procedure in place for a good length of time of how faculty can request what changes they would need on the computers in the classroom. It has only been recently that faculty have not been diligent in communicating their needs to the computer technician in a timely fashion to accomplish this before the class took place.

Mr. Balogh stated that it is the position of the Senate that all of the needs and requests of faculty should be met in regards to teaching on these computers. But Javier made mention that it should all be within reason because he has come across some that have been unreasonable. Once too many are loaded into the system, you then have problems and they come back to IT asking why are there problems. You must keep things within reason. Mr. Balogh felt that instruction should take precedence and IT should support it. But Mr. Wilmes was emphatic that you can't support some things when they are out of bounds. It is not the position of IT to tell faculty what they can or cannot teach. But if they are approached with a request that is technologically or physically incapable of accomplishing, they have to tell the faculty member that it cannot be done.

But Mr. Balogh is still of the position that whatever it takes to make the course happen should be done. Others feel that if the instructor wishes to teach something that cannot be supported, then they need to find an alternate that can be supported. Dr. Ezzeddine asked what has come up that has been unreasonable. Mr. Wilmes spoke of a program used within the Learning Center called PassKey. It is something that is used directly by the Math 50 and 70 classes as well as LAC 099. In order for this system to work in this environment, Mr. Wilmes had to uninstall some portions of Windows XP and install others from Windows 2000 to make it work. Windows XP will become unsupported by Microsoft in less than a year so we have a piece of software that no longer works. There is no guarantee that this program will work with any updated operating system. So the question is posed, does IT then inform those instructors that their program will no longer be supported because IT can only help the situation so long. Mr. Balogh felt that the lead on this should come from the instructors. Dr. Bednar felt that the instructors should be informed of the problem and then research what can replace it. Mr. Wilmes stated that if the instructors insist upon using the existing software, IT can only do so much to help with it and those computers cannot be protected from internet problems. Thus, they would have to be disengaged from the college system and act as stand alones. Also, Ms. Moise had submitted corrections that will also be incorporated into the minutes. She explained them to the members so there would be further clarification.

At this point, Mr. Balogh asked for a motion to approve the minutes of the November 9, 2010 meeting as corrected. A motion was made and seconded and with no further discussion, the minutes were approved.

5. **REPORTS – none**

6. **DISCUSSION ITEMS**
   a. **Review proposal to teach ACCT 205 Managerial Accounting online (Rick Balogh)–** copies of the COR were passed out to all members present. Mr. Balogh asked that all members review the information in order to give their opinion about its appropriateness to be taught online. Mr. Balogh brought up the issue that it appears the instructor will be conducting lectures so how would you do that online? Dr. Bednar suggested that since it is a hybrid course, that maybe they will meet in person to do so. Mr. Balogh suggested that perhaps CCC Confer could be employed to circumvent this. Dr. Bednar was unsure of how many faculty are familiar with this but it was stated by the technical trainer that we do have flex courses and there is a self-paced program that can also be taken to learn it. Dr. Ezzeddine pointed out that you cannot state a specific program (such as CCC Confer) in the COR per AP&P regulations. Mr. Balogh again expressed his concern of how the

instructor was to "lecture" the students when it is being presented as an online course and the committee's comments will be forwarded to AP&P for further review.

b.   **Review proposals to teach German 101 and 102 online (Rick Balogh) -** Ms. Heidi Preschler was present to discuss with the committee members her intent to take these courses online. She made a clarification that German 101 would be offered in the Fall 2011 and German 102 in Spring 2012. She also clarified that the papers that she put together would offer German 101 as an online course as well as a hybrid and the same would go for German 102. Ms. Preschler has been active in taking courses to get prepared for teaching these courses online. She also put into her paperwork the technology (CCC Confer, podcasts, Skype, webcams) that would be required in order for her to work with students orally so they are accomplishing the language correctly. She will need to be able to instruct them in how to move their mouths to sound out the language. Mr. Balogh made a comment, though, that even using CCC Confer or Skype, there is a time delay between the sound and the movement of the mouth so this may present a challenge. He recommends that she make her own video and post it online that would keep the movement and the sound in sync.

Mr. Balogh asked if there were other courses that had separate CORs. Dr. Bednar relayed that there are ones that have the full complement of three: totally face-to-face, hybrid, and totally online. She also gave Heidi recommendations to talk to other instructors who teach hybrid and online courses about the problems they encountered, especially about cheating and possibly doing the testing in person.

c. **STRATA recommendation #3 – "The establishment of two advisory committees. . . " (Rick Balogh) -** Mr. Balogh imparted to the members that the mission statement of the DEC Committee is very lacking and should be expanded to incorporate the changes listed in the STRATA Report. He wanted to make clear to the members that this committee comes out of the Senate Office, so even though we have members who are not a part of faculty or the Senate, this is a committee that is responsible to the Senate. We need to look at this and determine how our mission statement as well as our charges are going to change in relation to the recommendations in the Senate approved STRATA Report.

The STRATA Report recommended that two committees be made, the Educational Technology Advisory Committee and the current IT Committee would become the Administrative Information Systems Advisory Committee. As far as these two recommendations, it would evolve that the DEC Committee would then become the Educational Technology Advisory Committee. The first question Mr. Balogh would like to pose to the members is should the name of this committee be changed since we are taking on more than just distance education but technology issues as well. It was pointed out by some members that the charge within the STRATA Report does not exactly correspond to what the Senate charge is. It also needs to be determined if this new committee will become an SPBC committee, a CCC committee, or still remain under the Senate where it will have the weight of its influence. The question comes up that we do not have representation on SPBC, which makes committee determinations, which would make it difficult to remove the committee from under the Senate. The IT Committee is a CCC committee and not under the auspices of the Senate. The Senate wishes the DEC committee to stay under its auspices and the first charge bullet would then need to be changed from the SPBC and Executive Council to the Academic Senate. This needs to come from us as to where we would like our committee to reside.

Another question that has come up is that this new committee should not be involved in the budget process. Requests for money comes from the program review cycle, then up through the Ed Master Plan and so forth to determine all of the needs of the college. The committee can give recommendations on what software would be appropriate but once it reaches the IT department for purchase, that particular software is compared to an ongoing list to see if we already have it. If so, great, the money is saved. But if not, it needs to be determined if it can be supported by IT and as long as the money is there to purchase it, then it will be done.

It is then the consensus of the DEC Committee to stay under the Academic Senate.

Going to charge bullet #2, we need to continue to utilize programs such as WEAVE and CurricUNET which are directly related to faculty and the teaching of the courses on this campus. This speaks directly to the issue of helping a faculty member also procure what they feel they need in order to teach a course.

Going to charge bullet #3, Mr. Balogh feels that the committee drives the ITS Department for all of the instructional computing support that is required. This would also involve any faculty who need software and having the new DEC committee request that ITS support those computing needs. Ms. Moise feels that it looks to her that with our reporting back to Senate but also giving recommendations to another committee seems like we are doing it in several different places. Dr. Bednar mentioned though that this was a charge from the STRATA Report, which we do not necessarily need to follow. She was concerned, though, that there needs to be some place where the program review process needs to be included that starts the process of requesting new software and the computing support that goes with it. Dr. Parnell feels that this is correct and needs to be included in our mission statement.

Mr. Balogh requests that all members look over the documents and come back to the first meeting in the spring semester with ideas that can be incorporated into a new mission statement.

8. OTHER
a. Mr. Wilmes states that there will be no changes to the production site on Blackboard next semester. There does need to be patches done to the test environment but it is too late right now to do them. He plans to do this at the end of spring and just before the start of summer session. This is acceptable to the committee members.
b. Mr. Wilmes has notified the committee, at the direction of Ms. Connie Moise, that he will be doing patches on the server every third Sunday of every month between the hours of 8:00 a.m. to 5:00 p.m. He was notified that his work schedule will reflect this change. Ms. Moise determined that this would be the best time to do this service being that the outages will last only 5-10 minutes at the most each time.

9. ADJOURNMENT - A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:41 PM. Motion carried.

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Approved with corrections at 3/22/11 meeting