ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
March 13, 2012
3:30 p.m. to 4:30 p.m.
SSV 151

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**
   a. February 28, 2012 (attachment)

5) **ACTION ITEMS**
   None

6) **DISCUSSION ITEMS**
   a. Administrative Rights for Faculty and Staff
   b. Guidelines for Student Use of Cell Phones and Portable Computers in the Classroom

7) **OTHER**
   - Spring 2012 DETC Meetings: March 27, 2012 (BE 241); April 10, 2012; April 24, 2012; May 8, 2012; May 22, 2012

8) **ADJOURNMENT**

1) **CALL TO ORDER AND ROLL CALL**
Mr. Rick Balogh, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the March 13, 2012 DETC meeting to order at 3:39 p.m.

2) **COMMENTS FROM THE COMMITTEE CO-CHAIRS**
- Mr. Rick Balogh reported he had not announced the committee's decision to contract with Blackboard for the District Course Management System because it is important for the faculty to have the approved minutes available for reference purposes. An announcement will be distributed to the campus constituency in the next few days.

3) **OPENING COMMENTS FROM THE PUBLIC**
- Mr. Charles Hood recommended the committee draft resolution language speaking to the need for every faculty member to be provided a computer, telephone, and internet access to perform their teaching tasks. A separate resolution should be written to address hardware and equipment needs of faculty. He volunteered to draft language and present it to the committee at the March 27, 2012 DETC meeting for review and input.

4) **APPROVAL OF MINUTES**
a. **February 28, 2012 (attachment)**
A motion was made and seconded to approve the February 28, 2012 Distance Education and Technology Committee meeting minutes. Motion carried with one abstention.

5) **ACTION ITEMS**
None

6) **DISCUSSION ITEMS**
a. **Administrative Rights for Faculty and Staff**
Mr. Balogh provided a handout including the feedback he received regarding the drafted language for the Limited Administrative Rights Over Software Used by Faculty and Support Staff. The committee was requested to review the feedback and ensure the committee is inclusive of the feedback received so that the a recommendation of the approved language can be forwarded to the Academic Senate. Committee members reviewed the feedback and collaborated on how to expand the language pertaining to online videos (i.e. YouTube). It was agreed upon that the term online streaming video services was an all encompassing term which could be used instead of naming a specific site.

b. **Guidelines for Student Use of Cell Phones and Portable Computers in the Classroom**
Mr. Balogh stated the Academic Senate has asked the committee to discuss and establish guidelines for the appropriate use of cell phones and other electronic devices in the classroom. He provided an example of guideline language established at The College at Brockport, State University of New York. In researching established policies at other educational institutions there were some that simply state electronic devices are not allowed unless the faculty approves of the use for the course. Committee members reviewed the provided language presented as an example. Committee members engaged in discussion on the matter and indicated any language established should be inclusive of all electronic devices. Many faculty include some sort of warning or statement about cell phones on their course syllabi. Ms. Bonnie Curry stated they had an issue with a student taking pictures

of a test whic was referred to the Vice President for disciplinary action. The Nursing Program has included a policy addressing the use of electronic devices in the Nursing Student Handbook. The District has an approved Student Code of Conduct where this issue can be addressed. Mr. Charles Hood stated the committee can deem cell phones disruptive to the classroom but it is the faculty that have the authority to apply the Student Code of Coduct rules. The committee can create general guidelines or rules which allow faculty the discretion to govern accordingly. Some example rules/guidelines are:

1) Cell phones or other electronic devices cannnot be used or present during a exam.
2) Cell phones or other electronic devices can only be used to enhance course content and the instructor has the final authority to determine when and if appropriate for course(s).
3) Cell phones or other electronic devices should be placed on silent mode or vibrate during class.
4) Faculty have the responsibility to include electronic device language in course syllabi.

Dr. Scott Lee stated there seems to be a need for more time to research this issue. It appears the focus of any guidelines or rules should be in empowing faculty instructors within their courses. A recommendation for faculty to include language on course syllabi is an AP&P matter. He is the AP&P Committee Liaison and will inform them of the current discussion and issue to allow the committee the opportunity to create a uniform statement on this issue on "How to create an effective Syllabus" form. Dr. Lee indicated he will report the outcome of the discussion at AP&P at a future DETC meeting.

7) OTHER
- Dr. Nancy Bednar requested a future agenda item be included to discuss integrating *Turnitin* software with Blackboard. There is a specific plug in available from *Turnitin* available to allow the software to be integrated with Blackboard.
- Spring 2012 DETC Meetings: March 27, 2012; April 10, 2012; April 24, 2012; May 8, 2012; May 22, 2012

8) ADJOURNMENT
A motion was made and seconded to adjourn the March 13, 2012 Distance Education and Technology Committee meeting at 4:36 p.m. Motion carried.

MEMBERS PRESENT			ABSENT MEMBERS
Rick Balogh	Charlotte Forte-Parnell	Scott Lee	Tom O'Neil
Nancy Bednar	Charles Hood	Calvin Madlock	Joseph West
Walter Briggs III	Priscilla Jenison	Ken Sawicki	Mike Wilmes
Bonnie Curry	Greg Krynen	Ken Shafer	*Classified Union Rep. Vacant*
			ASO Rep. Vacant

OVERVIEW: The College is committed to educationally sound uses of technology and the classroom and to preventing technology from becoming disruptive to the learning environment.

OFFICE/DEPARTMENT RESPONSIBLE: Vice Provost for Academic Affairs

DATE UPDATED: August 2009

Use of Electronic Devices in the Classroom

Technology use in the classroom is intended to **enhance** the learning environment for all students, and any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities, may be prohibited by the instructor.

Classroom disruptions: Consistent with College policy, it is the course instructor who decides whether student behavior is disruptive or not in her/his classroom. While use of electronic devices will usually be infrequent and a minor annoyance, such uses could become disruptive. Disruptions should be handled with reference to the College policy — "Procedures for Dealing with Students who are Disruptive in Class" which applies to these behaviors and empowers course instructors to warn students and to ask persistently disruptive students to leave the classroom.

Cellular telephones: Students **must not** abuse the use of cell phones in class. Ringtones **must** be turned off in class and, if on, cell phones must be in vibrate mode. If there is a need to check for and/or receive a call (New York Alert or parent with sick child and similar needs), the student **must** inform the instructor in advance that the student may need to excuse him/herself to take an important call. Students **must not** engage in text messaging in the classroom. Students who create disturbance with ringing cell phones or text messaging, should be warned and may be asked to leave the class session if the behavior continues.

Laptop computers: Using laptop computers in the classroom to take notes and for any other use authorized by the course instructor should be allowed. However, the instructor may restrict the use of laptops to this (these) purpose(s) and prohibit other uses of laptops such as instant messaging, game playing, and Internet surfing during class time. If the instructor chooses to prohibit such activities, s/he should make this known to the class from the beginning of the semester. In addition, the instructor can establish such a policy later in the semester if misuse of these devices becomes a problem. The instructor can also disallow the use of laptop computers in the classroom.

Electronic devices and academic dishonesty: The course instructor also may evaluate the potential for academic dishonesty with various devices and ban or limit their use on this basis. Incidences of dishonesty should be handled with reference to College policy — "Policy on Student Academic Dishonesty." Cell phones with text messaging or photo/video capabilities and PDAs, for example, could be used for cheating on examinations and instructors should inform

students that having a cell phone in hand during an examination will bring a suspicion of (and possibly charges of) violating College policy. Other electronic devices may also be used for these purposes and similar inappropriate uses may be handled in the same way.

Electronic devices and illegal activities: A course instructor or facility manager may prohibit activities that s/he knows will violate laws, such as those related to intellectual property rights or copyrights, invasions of privacy or sexual harassment. Examples of this might include activities such as using a camera phone to videotape choreography, or taking inappropriate photos without the subject's permission. These violations should be handled with reference to College Policy — *Code of Student Social Conduct* (see Campus Regulations and Computing Policies).

Providing notice to students: It is advisable for instructors to anticipate that such issues with wireless communications and electronic devices may arise and publish any restrictions in their course syllabi.

Sanctions: Appropriate sanctions for infractions of the instructor's policy must always begin with a personal warning to the student(s) that the behavior is disruptive or brings suspicion of academic dishonesty or is illegal. A "blanket warning" by the instructor at the beginning of the term or a syllabus statement is not adequate as a "personal warning." (See specific sanctions and procedures to be followed in the case of disruptive behavior.)

If the instructor plans to make use of sanctions for disruptions, s/he should make this known in advance by publishing the details about the sanctions in the course syllabus. If the problem arises and the syllabus does not contain such information, the instructor may publish restrictions at any time by providing written notice to all students in the class. However, no penalties should be applied for actions taken before the publication of the written notice to the students. NOTE: An exception to this would be charges of academic dishonesty, invasion of privacy, or violation of intellectual property rights, and other College policies or laws because all students have an obligation to abide by the law and published College policies regardless of prior written or verbal notification.

Sanctions for <u>minor</u> disruptions with cell phones, laptops, or other electronic devices will usually not include course grade penalties. However, if a student is asked to leave class due to additional infractions of the instructor's restrictions (following a personal warning), the instructor is not obligated to allow make up of examinations/quizzes or other graded assignments missed during the session in which the student was not in class.

Electronic devices in non-classroom facilities. Directors or coordinators in charge of non-classroom facilities such as computer labs, Student Learning Center, Student Health Center, Drake Memorial Library and others may make rules concerning appropriate use of cellular telephones, cameras and other electronic devices, in their facilities. Students who do not adhere to those rules may be asked to leave the facility, or be charged as described previously.

Appeals: Any appeals related to a course instructor's or facility director's restrictions on communications and use of electronic devices should be addressed to the department chairperson or staff member's supervisor.

Feedback Regarding Limited Administrative Rights Over Software Used By Faculty and Support Staff

My Dear Colleagues,

The Academic Senate approved the following Distance Education and Technology Committee's Recommendation on Limited Administrative Rights for Faculty at their October 20, 2011 meeting with a request for feedback from the faculty on this issue. The DETC was commissioned to find a workable solution to the technology needs for academic computing. The DETC has been working collaboratively with ITS to determine the best possible solution for the campus and created the following language regarding Academic Computing.

The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights to download to the college network any software provided by the publisher(s) of the textbook(s) used by faculty members in the teaching of their classes. Included in these rights will be the ability to download and install software which is needed to play audio and video (including YouTube videos) or is necessary to make the publisher's software accessible on the college network. Faculty members and academic support staff will be allowed to access this material from any AVC facility wherever needed, both in their offices and in the classrooms.

In order to make this recommendation more general and flexible for the future, the following changes have been recommended:

The Distance Education and Technology Committee supports the needs of AVC faculty ~~Online streaming video services~~ and academic support staff to have limited administrative rights over software used by the faculty and support staff. Included in these rights, but not limited to, are: the ability to download to the college network any software provided by a publisher of a textbook used by a faculty member in the teaching of their classes; the ability to download and install software necessary to play audio and video -including ~~YouTube videos~~ and that which allows making the publisher's software accessible on the college network. These rights must allow access to this material from any AVC facility wherever it is needed, both in their offices and in the classrooms.

The Senate would like your feedback on this resolution. Please forward any comments to your Senate representative or to me. Thank you for your input. Rick Balogh, Faculty Co-Chair Distance Education and Technology Committee

Comments received by Richard Balogh:

- *I generally agree with the DETC changed Recommendation of the Academic Computing language about Limited Administrative Rights, below. It does not seem to allow faculty and support staff to have the administration rights to described software before deciding that they do or do not want to order that software for their curriculum. That is a crucial need to evaluate and determine which resources we prefer. I think that issue has come up before. For relevant flexibility, I recommend not listing a specific site or technology, i.e, "YouTube videos", or append, "etc., or some indication that there are other legitimate and very useful video sites. One thing I think is critical, as in every other area of technology, users (faculty) need to demonstrate through completing the specific task, or to provide certification, etc., to assure ITS of their expertise. If not, we will be creating another system, such as the online courses, which are not required to complete or demonstrate sufficient and relevant training, creating problematic results. Otherwise, it seems rigorous enough for ITS security issues, and flexibility for faculty to be able to manage their curriculum.*

- *I support the recommendation!*

- *While I personally believe that instructors should have unlimited administrative rights to download and use whatever software they feel is beneficial for their instruction, I understand how that might be a concern to ITS' ability and desire to control computing issues on campus. Therefore, I would say that what the DETC is recommending should be considered the absolute minimum administrative rights that faculty should have. I also feel that any faculty who believes they need more advanced administrative rights and can demonstrate*
  their need of those additional privileges, should be provided advanced administrative rights on an individual basis. Furthermore, since this is a pedagogical issue, the need should not be determined, dictated or decided by ITS but by the individual faculty member. Of course this presumes that an instructor even has internet or network access in all of the rooms in which they work, which is definitely not the case at AVC. I am presently teaching in a room where there is sporadic (at best) and undependable (most of the time) network and internet access which has made teaching in that room more challenging than it really should be. In fact it is impossible for me to access anything that is not either on my flash drive, or on the hard drive of the computer installed in that room. In closing, it is my opinion that ITS should work on making sure all classrooms on campus have full internet and network access for faculty and students rather than play computer policeman and tell us what we can and cannot use in our courses.

- *At BC, I had full administrative rights over my computer. Here I have none. I really would like to see, on an individual basis, any technically saavy faculty member, who has shown ability, and not totally goofed up their computer or others, should be able to add software to their computer. I think giving any control to those who are not "computer able" would be a mistake and to restrict those who are "qualifed" or "capable" is really an insult to our professional integrity. That's just my thoughts. Thank you Rich for overseeing these tasks. I really appreciate your work and input.*

- *Looks good*

- *Only YouTube? What if I want to play a Google video or a news video from one of their websites? Can't we make this more general still? I can't even update my Firefox.*

- *in favor*

- *The wording change seems clear and appropriate to me.*

- *I like the wording in the second option. It is more flexible and might cover things we have not anticipated.*

- *Looks good to me.*

- *The new wording appears more flexible (and less dictatorial). I would vote in favor of the revised wording.*

- *Looks fine to me.*