ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Dec. 8, 2009
3:30 p.m. – 4:30p.m. Room BE 245

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) Distance Education Committee meeting on Nov. 24

5) **ACTION ITEMS**
   a) None.
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6) **PRESENTATION**
   Stephen Burns, AVC Webmaster, regarding some thoughts on development of an online instrument for orienting students to our online class environment.

7) **OTHER**

8) **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING
December 8, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	**Beverly Beyer**	**Shirlene Thatch**	**Dr. Ed Beyer**
Dr. Nancy Bednar	**Mike Wilmes**	**Connie Moise**	**Stephen Burns**
Dr. Mark McGovern	**Greg Krynen**	**Joseph West**	
Youssef Ezzeddine	**Ken Sawicki**		
Dr. Tom O'Neil	**John Vento**		
Sheronda Myers			
Dr. Parnell			
Bonnie Curry			

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at 3:35 PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS** – Rick put out an e-mail announcing the ACTT to faculty on its formation and how to use the system. He is waiting on the mentor e-mail and his videos announcement. He is waiting to hear from the Flex Committee on what flex credit would be allotted to these events. Dr. Parnell would like to address the issue of streaming videos (possibly during the spring session).

3. **OPEN COMMENTS FROM THE PUBLIC** – Dr. Beyer questioned the process of the Christmas break power outages and how it would affect ITS and Blackboard. Mike stated that the systems will remain up and running during this time. Blackboard production mode will be transitioning during December 24-26 (not available) and the production mode will be December 27-28 (not available). It was recommended that Rick and Mike get together to put out an announcement to all faculty in regard to inputting their classes in the production mode.

4. **APPROVAL OF MINUTES**
   - Corrections of the 11/10/09 meeting minutes were listed by Connie Moise (6c and 6f). A motion was made and seconded to approve the corrected minutes of 11-10-09. With no further discussion, the minutes were approved with one abstention.

5. **ACTION ITEMS - None**

6. **PRESENTATION**– Webmaster, Stephen Burns, was invited to attend the December 8 meeting of the Distance Education Meeting. The purpose of this was to glean from him his thoughts or suggestions on instituting an orientation process for first-time online students. The committee members have felt that AVC does not have a sufficient or existent online orientation for students who which to take classes online or in hybrid form. They have

Approved 4/27/10

encountered numerous students who have registered for an online or hybrid course that do not have the ability or knowledge of how to maneuver their way through the process of the class.

The group started off the process by logging into Long Beach City College and going to their S.I.D.E Road site. This site is dedicated to the new student on campus who is contemplating taking an online course. It helps them determine if they are what it takes to go into this system of classes. It is very detailed and quite thorough. Some committee members felt that the information presented was too overwhelming for the first-time student.

Stephen stated that he has recently put together an orientation for Counseling and even though it is not exactly what Distance Education needs, he feels that he could put together the site with content modules and sub-sets. He could evaluate what Long Beach City College has on their site and consolidate what would work best for AVC. If you did happen to use outside videos, you must be sure you can use them due to copyright issues. Once this orientation is developed, it should be placed on AVC Online. We must also be sure that we have correct systems that students can watch an orientation. If we use strictly JAVA, many students may not have the correct version to view so also using text or flash would be prudent to have also. Another question was could the system be geared to send a message back after a student went on the orientation site and give information on issues that could be done to help the student. Dr. Bednar relayed that she felt a number of the online courses do not have guidelines from the instructors as to what is to be expected in the class so a student would know before they sign up. Most students sign up before they read this or know what the course will entail. Ms. Beyer relayed that Cerro Coso has a page that lists all their faculty and what classes they are teaching. Each course has a link that would lead you to a synopsis of the class and what is expected.

The next question posed was how fast could we establish an orientation for online students. Stephen said that it would not take very long at all since he has a skeleton format. It would just depend on how you would want the module set up and how much content they would hold. Also, how many quizzes and interaction that the site would have. Dr. Bednar mentioned that she would like Stephen to review the "Success in Distance Education". She feels that it contains valuable information for the first-time online student although it does not contain a Blackboard introduction. She feels that we need to pose two very important questions. The first would be "should you be taking an online course?" And the second question posed that if you determine you should take an online course, how do you interact with Blackboard and all of its capabilities? Dr. Bednar had taught at another college where a technical trainer created a number of web-based videos on each segment of the online process. If you did not understand a certain portion, you could go back and review that particular video. Mike did mention that they hoped to bring on another technical trainer in the future with the focus of student training. Greg also mentioned that he has counseled students in regard to online issues and Blackboard. We could make up a mock up of the Blackboard website in straight html, including graphics and install it as part of the orientation website. It would be a good idea since we are going to BB9 and we may have many new online students.

It was mentioned that the DEC Committee make a storyboard to let him know what we want on our orientation website. He could then go over the Long Beach site and pull out pieces

that we would feel works best for us. Dr. Bednar and Dr. O'Neil, along with Greg Krynen, will work together over the intersession to come up with a storyboard which Stephen will be able to utilize to create an orientation/Blackboard website geared towards online courses. It was also mentioned that it would be a good idea to include representatives from ASO to give their input. They plan on having it available for the first meeting in February. If they have something put together, they may send out an e-mail to the other members to seek input.

We need to make sure that an incoming online student needs to view this orientation information before they even come to the counter to register for a class. They need all the information beforehand if they plan to enroll in an online course and be given the information that these classes are just as time intensive as on-campus courses. They need the information from the faculty on what is required through Blackboard and that these courses should not be perceived as only needing an hour or two during the week to accomplish. The question also came up about allowing the student to be a guest on Blackboard but this system has been turned off and would not be a good idea to turn back on. So that would make it a good idea to incorporate a mock up of Blackboard (as a tutorial) on the orientation site so they would know how to login to their class on the first day.

Stephen will incorporate all ideas that we feel are essential and put them into a skeleton format and bring that back to us for further review.

7. **OTHER -**
   - Mike Wilmes - Blackboard usage at AVC –   Mike was only able to check the shells that are currently active this semester and was able to procure the actual course and not just by a number.   He thinks he sent a copy of this to Rick. This information can be sent to Institutional Research who can put together a report that cross references with instructors who are teaching the classes and using Blackboard and also check with Banner to see if courses are full online, hybrid or regular. We should be able to figure out who is using BB for online or hybrid courses.
   - Mike Wilmes – Blackboard archiving – Mike determined that the files the instructors save in their shells are archived within Blackboard server. If Mike makes an archive, it comes off the system completely and the only copy, if the instructor did not make one, is the one on that hard drive when we get it back.   If one of these shells needs to be returned to active status, it would be no problem to do so. So far, he has not been asked to do this. The discussion evolved toward a calendar for archiving. How long should we wait until we archive. It was a suggestion (as determined in previous minutes) that we wait one year. We will place the issue of a calendar on the next meeting agenda.

8. **ADJOURNMENT -** A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:30 PM. Motion carried.

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