ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
September 24, 2013
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. August 27, 2013 Minutes – to be provided

5. ACTION ITEMS
   None

6. DISCUSSION ITEMS
   a. Distance Education Vision - President Ed Knudson
   b. Blackboard – Greg Krynen
      - Data Usage Issues
      - Data Storage Overages & Users
      - Possible Solutions
   c. 2013-2014 DETC Mission and Goals

8. ADJOURNMENT

ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
September 24, 2013
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 3:30 pm
   The Distance Education & Technology Committee (DETC) meeting of September 24, 2013, was called to order at 3:30 p.m. by Co-Chairs Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell.

2. OPENING COMMENTS FROM THE CHAIRS
   Dr. Bednar welcomed members and introduced President Ed Knudson, who presented his vision for Distance Education at Antelope Valley College.

3. OPEN COMMENTS FROM THE PUBLIC
   None.

4. APPROVAL OF MINUTES
   a. August 27, 2013 Minutes – to be provided
   A motion was made and seconded to approve the minutes of the September 19, 2913 Distance Education and Technology Committee meeting. Motion carried.

5. ACTION ITEMS
   None

6. DISCUSSION ITEMS
   a. Distance Education Vision - President Ed Knudson
   President Knudson spoke to members regarding his vision for Distance Education at Antelope Valley College. He has been involved in distance education since the early 1990's and taught online.

   Mr. Knudson recognizes distance education as a necessary and desirable part of the instructional map, but only fulfills the needs of 10-15% of our students. His preference is teaching in the classroom, but realizes it doesn't meet the needs of all students. He explained most students who are unsuccessful at distance education lack in academic skills, and need the discipline and contact with a professor in order to succeed.

   Mr. Knudson identified various ways to make distance education successful; explaining a meaningful slate of classes that provide degree progression, with an understanding of limitations must be structured. Mr. Knudson suggested a relationship with the military should be considered. He discussed hybrid courses (1 day in classroom, 1 day online) that can afford a large classroom and regular contact within a classroom setting. It allows a large group to hold two classes at the same time – one day full lecture, the next day online through Blackboard. Individual research and projects maintain contact with the professor. Hybrid or blended classes can be efficient in student success and in regard to space and time, by making the classrooms and parking available to 50% more students. He noted the quicker a student identifies with the campus, the longer they will stay and are more likely to succeed.

   Mr. Knudson explained courses can be taught via cassette or dvd, if the professor can find a way to make the course their own. Videotaped lectures can be made available at the library.

   Dr. Bednar requested an assessment of numbers regarding the hybrid teaching concept. Mr. Knudson directed her to Institutional Research.

Dr. Bednar expressed frustration over orientations held on Fridays. Mr. Knudson stated orientations can be beneficial to a point. Discussion was made regarding required location requirements for FTS. Dr. Charlotte Forte-Parnell is awaiting response from LeBaron Woodyard, Dean of Instructional Service and Special Programs, California Community Colleges Chancellor's for clarification.

Dr. Bednar asked Mr. Knudson the training requirements for faculty who teach online. Mr. Knudson's experience included an orientation assistant run by a platform at Moorpark Community College; Laverne required training in Blackboard. He explained that everyone should at least know how to use a platform, how to contact students, and how to use Blackboard effectively.

Dr. Bednar cited the union mandating training for faculty prior to teaching online. DETC member Greg Krynen, Technical Trainer, noted not all students have the connection for the video option through Google Chrome.

Mr. Knudson asked members how to transfer success to an online environment. He noted assessments are different online compared to the classroom, and faculty are limited by platforms that do not work. He suggested developing online services that equate to online orientation and online counseling, available for students who cannot come onto campus.

Mr. Knudson defined hybrid as a web-enabled term. Students must be able to access the course through their own computer, the library or computer labs. He defined hybrid or blended as fully online. He asked why we would expect a student to attend orientation if they are unable to get to class, and suggested online orientation. He impressed the prerequisite for everyone to teach from the same platform, with everything standardized with like navigation. When a student takes a class, then next one should look the same.

Members discussed various methods to create an orientation online, i.e. youtube.com etc. A suggestion was made to develop an online opportunity to be included with orientation: ***How to Be Successful in An Online Class.*** Orientation would be held one week prior to the start of each semester. Mr. Knudson suggested this opportunity rather instead of orientation.

Mr. Sam Adams noted students who will succeed will participate in the online opportunity. Those who do not will likely not be successful.

Mr. Knudson agreed that successful students will become more successful if given the tools. He suggested the online opportunity as optional.

Mr. Knudson suggested consideration of heavier enrollment after 4:00 p.m., where students would appreciate spending 50% class time on campus and 50% at home. He directed members work with Deans, and look at schedules within our resources to create pilot programs. He committed to his support of creativity, innovation and moving forward in giving students the opportunity to be more successful.

Dr. Bednar thanked Mr. Knudson for addressing the committee.

b. Blackboard – Greg Krynen
   - Data Usage Issues
   - Data Storage Overages & Users
   - Possible Solutions

Mr. Rick Shaw reported an email from Blackboard that AVC is oversubscribed in space and named users. The district can either purge records or upgrade the contract. His goal is to archive and purge to avoid and expensive upgrade. IT is in the process of archiving old Blackboard shells (classes), so they can be removed from the system. An archived class can be retrieved if necessary.

Dr. Bednar noted we must work within the confines of the Blackboard contract. Dr. Parnell explained that Blackboard allows us to oversubscribe, then advises us to purge or upgrade the contract.

Mr. Mike Wilmes explained the archiving process, and reported IT is currently preparing to purge and archive. He initiated a trouble ticket with Blackboard to purge appropriate classes. He will burn records to a DVD for records management within the Academic Senate office.

Mr. Wilmes explained that every class on the schedule has a Blackboard shell generated for it. 2/3 of those shells are not used and consequently are not made available to students. We pay for any shell that is available to students. IT is talking about making shells unavailable to students after a reasonable period of time at the end of the semester. Another issue is a shell in which students have incomplete grades. Those must stay available to students who are supposed to be making up work. Students have one year to clear an incomplete.

   c. 2013-2014 DETC Mission and Goals
      Dr. Bednar directed members to consider what President Knudson said, and consider what DETC can do with differentiated definitions of courses: hybrid, blended, full online. She asked members to consider what DETC can do to make students aware that courses are different.

8. ADJOURNMENT
    A motion was made and seconded to adjourn the Distance Education and Technology meeting of September 24, 2013 at 4:33 p.m. Motion carried.

MEMBERS PRESENT		
Dr. Nancy Bednar	Dr. Scott Lee	Jayme Star
Dr. Charlotte Forte Parnell	Ron Mummaw	John Toth
Charles Hood	Dr. Tom O'Neil	Scott Tuss
Diane Flores-Kagan	Ken Sawicki	Sam Adams, ASO Representative
Priscilla Jenison	Rick Shaw	
MEMBERS ABSENT	**GUESTS/EX-OFFICIO**	
Walter Briggs	Greg Krynen Mike Wilmes	

Approved: October 8, 2013 Distance Education and Technology Committee Meeting