ANTELOPE VALLEY COLLEGE

Distance Education and Technology Committee Revised Agenda	**Tuesday, March 13, 2018** **3:00 p.m. - 4:00 p.m.** **L-201**

Type of Meeting: Regular
Please Review/Bring: Agenda Packet
Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
Rick Shaw, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator
Darnell White, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. March 13, 2018 DETC Meeting - attached
B. Discussion Items	Greg Bormann Perry Jehlicka Perry Jehlicka	A. AVC Online Class Schedule B. Course Design Panel Structure C. AVC OEI - Implementation of Team
C. Action Items		
D. Adjournment		
NEXT MEETING: 4/10/18		

Distance Education and Technology Committee Minutes	Tuesday, March 27, 2018 3:00 p.m. - 4:00 p.m. L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Rona Brynin – Faculty Member - ABSENT
Mary Rose Toll, Faculty Member
Kathy Osburn, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative - ABSENT
Dr. Ed Beyer, Instructional Designer
Rick Shaw, ITS Management Member - ABSENT
Greg Krynen, ITS Technical Trainer - ABSENT
Mike Wilmes, Blackboard Administrator - ABSENT
Darnell White, IMC Representative – ABSENT

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	*A motion was made and seconded to approve the agenda as presented.* *Motion carried unanimously.*
III. Opening Comments from Co-chairs	Perry Jehlicka	• Dr. Beyer's OEI course was approved • Received email today from Chancellor's Office: looking at standards to teach online – no definition yet. • DETC items were approved at last senate meeting. Perry will present the rubric for senate approval.

IV. Open Comments from the Public		• Dr. Beyer noted Admin and IT moved forward in creating public class shells. A Canvas account isn't necessary to access certain portions. The shells allow:
		  o A forum to create a student art gallery
		  o Create Hall of fame for Athletics (managed through Canvas)
		  o DETC to provide student orientation to online learning.
		Dean Bormann reported a shell was created for Nursing Program tutorials and outside sources. Dr. Lee will contact Dr. Beyer to explore the possibility of the shell for Library tutorials.

V. Approval of Minutes	All	A. March 13, 2018 DETC Meeting – attached *A motion was made and seconded to approve minutes of the March 13, 2018 meeting.*

Approved: April 10, 2018 Distance Education & Technology Committee Meeting

		Motion carried with one (1) abstention.
B. Discussion Items	Greg Bormann	A. AVC Online Class Schedule The online definitions were indeed presented to the Academic Senate, but there is no record of senate approval. He met with Kyle and the definitions can be added to Banner.
	Perry Jehlicka	B. Course Design Panel Structure 1) Submit master shell 2) Add reviewers. OEI gives access to multiple people - at least 4 reviewers per section, with two weeks to review 3) Faculty works with designer 4) Designer signs off. Possibly issue digital badge or certificate 5) Present at following senate meeting. 6) Begin in Fall Dr. Beyer will create a flowchart. Discussion tabled until April 10, 2018 meeting. C. AVC OEI - Implementation of Team Perry distributed OEI Implementation Team Roster and led review. OEI can assist with Accessibility. • An OEI course must be fully online and taught at least one semester. • OEI is taking non-CID courses. • Chancellor/Title 5: Online faculty will need training. • Local review would greatly benefit OEI applicant. • Dr. Beyer: Designer must teach at least one online course per semester. Faculty will need release time to do so. Dr. Beyer noted 50% of registrants did not attend last class. • Community colleges will eventually prepare online faculty according to OEI model. • Online Community Colleges are to offer mostly remedial and CTE courses.
C. Action Items		
D. Adjournment		The Distance Education & Technology Committee meeting of March 27, 2018 was adjourned at 3:51 p.m. by Perry Jehlicka, Co-Chair.
NEXT MEETING: 4/10/18		

Approved: April 10, 2018 Distance Education & Technology Committee Meeting

OEI Consortium - Implementation Team Roster

College: **Antelope Valley**

Instructions: Please provide a contact name, email address, and telephone number for the individuals serving functions outlined in the

College Implementation Team Formation - Suggested Team Makeup document.

Note that in some cases, a single indivdiual may be the contact person for more than one role. Please duplicate the contact information on the appropriate row.

Please avoid changing the format of this spreadsheet.

Additional "Other" fields have been provided at the bottom in case there are additional college staff to include, at your college's discretion.

	First Name	Last Name	Email Address	Telephone	Title	Notes (Optional)
SPOC	Gregory	Bormann	gbormann@avc.edu	661-722-6300	Dean	
Second Consortium Representative	Perry	Jehlicka	pjehlicka@avc.edu	661-722-6300	Faculty Co-Chair of DETC	(This is the additional rep to the OEI Consortium, either faculty or administrator depending on SPOC status)
Senate Designee						
DE Coordinator	Gregory	Bormann	gbormann@avc.edu	661-722-6300	Dean	
Student Services Admin Lead						
Academic/Instruction Admin Lead						
IT Director	Rick	Shaw	rshaw@avc.edu	661.722.6541	Exec Director Technology	
IT Staff - SIS	Katherine	Mergliano	kmergliano@avc.edu	661-722-6680	Mgr Enterprise Systems / Developemnt	
CMS Administrator	Mike	Wilmes	mwilmes@avc.edu	661. 722.6300 X 6229	Systems Administrator	
Institutional Research Designee	Meeta	Goel	mgoel@avc.edu	661-722-6300	Dean, IRIE & Library	
Marketing Lead	Liz	Diachun	ediachun@avc.edu	661-722-6300		
Financial Aid*	Nichelle	Williams	nwilliams@avc.edu	661-722-6300	Director of Financial Aid	
A&R*	LaDonna	Trimble	ltrimble@avc.edu	661-722-6300	Dean of Admissions and Records	
Enrollment Mgmt*	LaDonna	Trimble	ltrimble@avc.edu	661-722-6300	Dean of Admissions and Records	
Learning Center*	Diana	Flores-Kagan	dfloreskagan@avc.edu	661-722-6300		
DSPS*						
Other**						
Other**						
Professional Development	Ed	Beyer	ebeyer@avc.edu			

* - Contact if SS or AA Admin Lead does not already fill this role

** - Additional contacts as specified by the college