



Distance Education and Technology Committee Agenda

Tuesday, March 14, 2017
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
- Dr. Peter Chege, Co-Chair Designee
- Dr. Tom O’Neil, Administrative Member
- Walter Briggs, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Representative
- Jimmie Bowen, Faculty Member
- Walter Briggs, Counseling Faculty Representative
- Priscilla Jenison, Faculty Member
- Kathy Osburn Faculty Member
- Cynthia Kincaid, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Scott Tuss, Classified Union Representative
- Rick Shaw, ITS Management Member Greg Krynen, ITS Technical Trainer
- Mike Wilmes, Blackboard Administrator
- Darnell White, IMC Representative

Items	Person	Action
I. Opening Comments from Co-chairs	Perry Jehlicka, Dr. Peter Chege	
II. Open Comments from the Public		
III. Approval of Minutes	All	A. February 28, 2017 Meeting
IV. Discussion Items	Perry Perry Perry Perry	A. Guidelines B. Goals C. Regular and Effective Contact D. Inclusive Access
V. Action Items	Perry Perry	A. Guidelines B. Goals
VI. Adjournment		
NEXT MEETING: 3/28/2017		Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23



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Committee Members:

- Perry Jehlicka, Co-Chair
- Dr. Bonnie Suderman, Co-Chair ABSENT
- Dr. Peter Chege, Co-Chair Designee
- Dr. Tom O’Neil, Administrative Member
- Walter Briggs, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Liaison
- Jimmie Bowen, Faculty Member
- Walter Briggs, Counseling Faculty Representative
- Priscilla Jenison, Faculty Member
- Kathy Osburn Faculty Member
- Cynthia Kincaid, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Scott Tuss, Classified Union Representative - ABSENT
- Rick Shaw, ITS Management Member Greg Krynen, ITS Technical Trainer - ABSENT
- Mike Wilmes, Blackboard Administrator
- Darnell White, IMC Representative

Guests: Dr. Ed Beyer, Sheri Langaman

***A motion was made and seconded to approve the agenda as presented.
Motion carried unanimously.***

Items	Person	Action
I. Opening Comments from Co-chairs	Perry Jehlicka Dr. Chege Dr. Chege	<ul style="list-style-type: none"> • Online Teaching Conference in Anaheim, June 19-21, 2017. Early registration ends April 14. Contact Perry if interested. • The first implementation meeting for OEI is on Thursday, March 16, 2017. Discussion at the consortium included helping colleges develop an evaluation process for OEI. • Dr. Chege introduced Sheri Langaman from the Athletic Department.
II. Open Comments from the Public	Dr. Scott Lee	<ul style="list-style-type: none"> • AP&P is exploring the possibility of asking DETC to consider expanding our role to include the review of course Distance Education forms.
III. Approval of Minutes	All	A. February 28, 2017 Meeting <i>A motion was made and seconded to approve minutes from the</i>



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		<p align="center"><i>February 28, 2017 meeting.</i> <i>Motion carried unanimously.</i></p>
IV. Discussion Items	<p>Perry Jehlicka</p> <p>Perry Jehlicka</p> <p>Perry Jehlicka</p> <p>Perry Jehlicka</p>	<p>A. Guidelines Perry distributed revised meeting guidelines to mirror those mandated for senate sub-committees. A member missing two (2) consecutive meetings without a proxy is dismissed, creating a vacancy.</p> <p>B. Goals Perry distributed and led discussion for the revised goals.</p> <ol style="list-style-type: none"> Members revised Goal #1 to read: Develop a faculty-driven mentor program that educates faculty in the principles of instructional design in order to enhance the quality of online courses. Perry met with Kristine Oliveira, FPD Co-chair - flex is available for the training. Student Equity funding is a possible funding resource. Perry will check to see if outside contractors are an option to assist with training. Members revised Goal #2 to read: Provide faculty with support to facilitate a smooth transition from Blackboard to Canvas. Perry met with Rick Shaw regarding backup storage with Blackboard - it is available for one year. Greg Krynen noted faculty will not have access to it. He has a video tutorial available on how to export a course out of Blackboard. Members revised goal #3 to read: Establish a minimum training standard to ensure academic integrity of Distance Education courses. College of the Canyons has a certification program. Such program would need to be negotiated. The entry point must be the Learning Management System (LMS). The goal is to have training available beginning in Fall 2017. Perry will bring the revised goals to the March 28 meeting for discussion and action. <p>C. Regular and Effective Contact Perry distributed handouts. AP&P has requested DETC define Regular and Effective Contact. Dr. Suderman would like faculty to be online with office hours, or have live synchronous online time with students. AP&P is out of line in approving elements. According to the handbook, it is up to DETC to approve the online courses. Dr. Scott Lee will discuss at the AP&P meeting next week. AP&P uses the Chancellor's guidelines for Regular & Effective Contact. Scott will distribute the guidelines. Charging DETC with the review will add significant work for the committee. Perry will need the process streamlined to DETC.</p> <p>D. Inclusive Access Dawn McIntosh will address DETC at the March 28 meeting to discuss Inclusive Access, a new textbook model in collaboration with top publishers that converts books into digital content. The digital book would be available to the entire class one week before class begins. The program reduces the cost of textbooks by 1/3 - 1/2.</p>
V. Action Items	Perry Jehlicka	<p>A. Guidelines <i>A motion was made and seconded to approve the guidelines as</i></p>



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	Perry Jehlicka	<i>presented.</i> <i>Motion carried unanimously.</i> B. Goals <i>Item tabled.</i>
VI. Adjournment 4:01 p.m.		
NEXT MEETING: 3/28/2017		Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23

DETC GOALS FOR THE SCHOOL 2016-2017

1. Develop a faculty mentorship program that educates them in the principles of instructional design.
2. Provide the faculty with a smooth transition from Blackboard to Canvas. Prepare the faculty for the fact that Blackboard will disappear in June.
(Is this one needed)
3. Ensure the academic integrity of distance education courses and align the conditions for learning with the technology used to deliver courses, by establishing a minimum training standard recommendation to the Senate.

Regular Effective Contact

Faculty presence is an important factor in the success of online courses. Online instructors must meet the requirements for regular effective contact. Student retention and success rates are improved when there is active participation in the class that fosters a sense of community. Faculty should be prepared to encourage student interaction, build opportunities for learner-learner contact, and give response and feedback in a timely manner (Appendix 1 - AVC Regular and Effective Contact Policy).

Regular Effective Contact constitutes methods and frequency of interaction between instructor and students when separated by distance and can be accomplished in a number of ways (From the 2015-2016 AP&P Academic Policies & Procedures p. 96):

- Announcements: a communication tool often found in course management systems.
- Blogs: a shared online journal where people can post entries about their experiences and observations, often with hyperlinks provided by the writer.
- Chatrooms: an electronic space where multiple users communicate with each other synchronously.
- Discussion Boards: electronic threaded discussions allowing multiple participants to follow the flow of discussion; also called discussion forums.
- Electronic Bulletin Boards: software that allows users to leave messages and access information of general interest.
- E-mail: electronic mail delivered over a network.
- E-mail Lists: e-mail addresses that can be easily grouped for mailing to multiple participants.
- FAQ (Frequently Asked Questions): a collection of the most often asked questions and answers.