



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**

September 11, 2012

AGENDA

3:30 p.m. to 4:30 p.m.

BE 241

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. August 28, 2012 (attachment)**
- 5. ACTION ITEMS**
 - a. Mission Statement**
 - b. Goals**
- 6. DISCUSSION ITEMS**
 - a. BE Building Classroom Power Save Issue**
- 7. REPORTS**
 - a. BE Workstation Subcommittee**
 - b. Draft resolution on AVC website issues**
- 8. CREATION OF SUBCOMMITTEES**
 - a. Faculty Issues – mentorship, guidelines for course development and rubric for course evaluation.**
 - b. Accreditation and other legal issues**
 - c. Website (<http://avconline.avc.edu/>) and data collection**
- 9. ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
September 11, 2012
3:30 p.m. to 4:30 p.m.
BE241**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

Dr. Nancy Bednar, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the September 11, 2012 DETC meeting to order at 3:30 p.m.

Members Present

Dr. Nancy Bednar, Co-Chair
Dr. Charlotte Forte-Parnell, Co-Chair
Dr. Tom O'Neil
Priscilla Jenison
Charles Hood
Dr. Scott Lee
Ken Schafer

John Toth
Katherine Mergliano
Ken Sawicki
Joseph West
Greg Krynen
Mike Wilmes
Charles Hood

Members Absent

Walter Briggs III
Ron Mummaw

Guests

Stephen Burns, AV College
Webmaster

2. COMMENTS FROM THE COMMITTEE CO-CHAIR

- Dr. Nancy Bednar announced an upcoming Blackboard Webinar has been scheduled for September 13, 2012 from 2:00 p.m. – 3:00 p.m. She encouraged attendance as this opportunity will be a valuable resource. Mr. Greg Krynan stated he would investigate, record and make the webinar available as a resource to the Technical Training webpage.
- Dr. Nancy Bednar will be attending the upcoming Academic Senate meeting to present the Blackboard Identification Statement for approval. The statement is the following:

Through the entry of my username and password I affirm that I am the student who enrolled in this course. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity and the use of student data as described in the Student Handbook (BP 5500) that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to and including expulsion from the college.

- Mr. Greg Krynan requested the addition of three (3) publishers to the Blackboard Course Management software: Pearson, McGraw Hill, and Wiley. Dr. Bednar indicated this will be a discussion item for the next DETC meeting.

3. OPENING COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. August 28, 2012 (attachment)

A motion was made and seconded to approve the August 28, 2012 Distance Education and Technology Committee meeting minutes with corrections.

Motion carried with corrections.

5. ACTION ITEMS

a. Mission Statement

A motion was made and seconded to approve the 2012-2013 Distance Education and Technology Committee Mission Statement and Goals. Committee members engaged in discussion of drafted language, resulting in the following final drafts:

Proposed New Mission Statement (2012)

The Distance Education and Technology Committee's mission is three-fold: first, to assist in the planning and implementation of Technology Mediated Instruction (TMI) used by instructors and staff in the preparation and delivery of educational materials; second, to provide guidance and recommendations in the pedagogical development and technology in both traditional and distance education courses; and third, to ensure compliance with accreditation issues involving distance education.

Proposed Goals (2012-2013)

- 1. Continue to monitor the Course Management System (CMS – Blackboard) for technical issues that inhibit instructional performance. Prepare documentation of those issues and outcomes. Monitor training opportunities on the CMS available to faculty and document faculty usage of training.**
- 2. Work with the Faculty Professional Development Committee to develop a program for faculty using the CMS for the first time, whether in a fully online or hybrid class. The program would explore issues of online pedagogy. Revise as necessary the Guidelines for Developing an Online Course and create a rubric for the evaluation of online instruction.**
- 3. Monitor instructional technology issues in the faculty offices, classrooms and the computer labs, including computers, projection and audio systems, podcasts, and phones (2011-2012 Senate Resolution on Faculty Technology Rights).**
- 4. Work with the Accreditation Steering Committee to ensure that AVC's online and hybrid courses and programs are in compliance with the Guide to Evaluating Distance Education and Correspondence Education published by the ACCJC.**
- 5. Explore combining information in the myAVC Group pages with information on the Academic Senate website (this may be unnecessary when AVC converts to Gmail).**
- 6. Evaluate the AVC Online page on the public website (<http://avconline.avc.edu/>).**
- 7. Improve retention and success in online courses at AVC: establish baseline data for retention and success in online courses; explore with AP&P the creation of a required one unit course for students to take before enrolling in distance education courses; create and disseminate an annual online student survey about the students' distance education experience; and use data from the survey to improve distance education courses and student success.**

Motion carried.

6. DISCUSSION ITEMS

a. BE Building classroom power save issue

Dr. Nancy Bednar addressed power save issue in BE building classrooms. Antelope Valley College received a grant from Chevron that required the college to install power save devices in offices and classrooms. When IT installed the power save feature, IT was rushed to comply with provisions of the Chevron grant. Ms. Katherine Mergliano, Interim IT Director, addressed the issue, noting that she had never seen how the power save had impacted a classroom setting until she attended the DETC meetings. Ms. Mergliano will investigate the possibility of using a different power save clock for different areas of the campus. Ms. Mergliano will work with Woody Burns, Network Manager, and will explore the possibility of different types of power save for individual circumstances. This issue will remain an agenda item for the next DETC meeting.

b. Draft resolution on AV College website issues

Dr. Nancy Bednar asked DETC members to look at the public website and identify out-of-date information. Dr. Charlotte Forte-Parnell and Dr. O'Neil will address outdated website issues at an upcoming Dean's meeting.

Mr. Stephen Burns, AV College Webmaster, stated the public website is not the purview of the DETC, and when discussed, a representative from the Public Relations office should be present. Mr. Burns stated that the online directory (Active Directory) has always been a problem, and is currently in the control of ITS. Ms. Katherine Mergliano stated she will look into the online directory issues.

A resolution regarding the public website was not carried out. There will be further discussion of this issue when workgroups are created to address specific issues at the next DETC meeting.

7. ADJOURNMENT

A motion was made and seconded to adjourn the September 11, 2012 Distance Education and Technology Committee meeting at 4:33 p.m. Motion carried.