



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
March 10, 2009
4:00 p.m. – Room SSV 151**

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 – February 10, 2009
- 5) ACTION ITEMS**

None
- 6) DISCUSSION ITEMS**
 - a) STRATA Report Feedback – E. Beyer
 - b) iTunes U Contract – S. Thatch/C. Moise
 - c) Acceptable Use Procedure – C. Moise
- 7) REPORTS**
 - a) CMS Evaluation Workgroup
 - b) Podcasting workgroup
 - c) Orientation workgroup
 - d) Accessibility workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

March 10, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Dr. Youssef Ezzeddine (proxy – Dr. Mark McGovern in attendance)	Dr. Parnell	Stephen Burns
Dr. Nancy Bednar	Dr. Tom O’Neil	Tom Hutchinson	Greg Krynen
Beverly Beyer		John Vento	Ken Sawicki
Ed Beyer			
Bonnie Curry			
Shirlene Thatch (proxy – Kim Whitaker)			
Connie Moise			
Mike Wilmes			

1. CALL TO ORDER AND ROLL CALL

Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 3:35 p.m.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Ms. Beverly Beyer announced that her spouse Ed achieved his doctorate on March 9, 2009 at 12:47 PDT. Congratulations to Dr. Beyer for his outstanding effort and dedication.

3. OPEN COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

A motion was made (Beverly Beyer) and seconded (Dr. O’Neil) to approve the February 10, 2009 Distance Education Committee meeting minutes. Corrections received from Ms. Beyer and Dr. Beyer were incorporated into the minutes. With no further discussion, the minutes were approved and motion carried.

5. ACTION ITEMS

- NONE

6. DISCUSSION

- STRATA Report Feedback (Beyer)** – Dr. Beyer has received an e-mail from Patricia Sandoval needing feedback for a report. Dr. Bednar, after reading it again, felt that it was looking for an educational technology advisory committee. She felt that the DEC was doing a close approximation to what was requested and that it could take on the job. The request had been to see what duties the DEC does and what would overlay onto the duties required of this new committee. Dr. Bednar stated that there are faculty on campus who do not teach an online or

hybrid course but do augment their class with Blackboard. If they should encounter issues with Blackboard, they should have some place to go to find resolution. Since the DEC does many of the needs that could be requested by faculty and that mimics the requirements of this new committee, it would only seem feasible that the DEC should assume this position. Dr. Bednar feels that the DEC committee would be a good fit for the duties of the new committee. Anyone who would be nominated for this committee are technology driven and since most of them already reside on the DEC committee, it only makes sense to make it one and the same. At this point, we do not know where all of this recommendation is going to go but the DEC committee was charged with taking a look at this situation and taking it back to the Senate. But the Senate is going to take it back to the CCC and at this point, it appears the CCC has gone a different route through Dr. Fisher and ITS. There would be challenges to taking on all the requirements of this new committee but it would not make sense to have two committees, especially when they have overlapping issues. Dr. O'Neil is also in favor of morphing into the new committee. Dr. Beyer stated that the job duties required in the new committee would change very drastically the duties of those now on the DEC committee. He stated that the faculty co-chair of the DEC committee is not prepared to take on the responsibility of manager/director of academic computing. Others felt that this would not be the case in that the new committee requires three co-chairs. Ms. Moise stated that some of the challenges in morphing into the new committee are: reporting relationship of the current distance education committee would be changed because by charter it is appointed and reports to the Academic Senate. Strata recommends that the new committee would report back to the SPBC and the Executive Council. That would present a challenge in that the DEC committee has a very specific focus as directed by the Academic Senate as we are currently configured. This would have to be worked through. As it stands now, the DEC committee is to make recommendations to the Academic Senate and not to the SPBC and the Executive Council. The second recommendation of Strata is to make implementation of instructional technology throughout the district. This is something that the DEC committee could take on as currently they are a recommendation making body. The third recommendation is: recommend priorities to the ITS department for instructional computing support. That is something that is very reasonable and would create a crossover. Next would be to recommend standards for the acquisition of new instructional software and hardware. This would be possible. And then establish ad hoc groups to focus on specific topics as required (internet labs, support network standards and procedures). Some of this seems to cross over into the IT committee functions as well and creates a crossover but could be worked out as they are minor. But the committee as a whole felt the first issue was the most critical. Ms. Moise did not want to see the directives of the DEC committee buried in the new committee. Dr. Beyer asked if maybe it was time to move the DEC committee out of the Senate committee and into a shared governance committee. Ms. Moise again brought up the recommendation in the report of the three co-chairs, even though they would not have to be implemented as recommended. They have identified a dean and in the area of ITS, they have identified a Manager of Academic Computing. This position already exists in the organization chart but is not filled at this time. The rest would be faculty co-chairs so she feels that it is heavily weighted towards administration. Dr. Beyer stated that the reporting structure changes would have to be evaluated and worked through. Ms. Moise agreed that the oversight of the committee or leadership would need to be evaluated with regard to faculty. Dr. Bednar questioned if there is a Senate charged committee that looks at other academic computing issues other than Distance Ed. Dr. Beyer answered no. At this time, the DEC committee not only looks at the online aspect but also at teleforces, podcasting, etc. If the DEC were to morph into this new committee, and for now setting aside the issue of the first reporting structure, it would be a committee that would take on all the advocacy of those other areas. Dr. Beyer feels that the "voice" of the committee and the composition would have the greatest impact. We need to address both of those. Ms. Whitaker was asked to relay the comments from Ms. Thatch. She stated that the report was vague and not specific and who was going to address all of these items. It was also brought up on page 4 of the report for the initiation of a faculty support center,

creating a center for teaching and learning. This is something that has been talked about for quite a few years. This would be a center with work stations where a faculty would be assigned as the “guru” so that faculty could get help on instructional design. Bakersfield College is a good example of having something like this. This might work right now here at AVC in the training center in OF2 and our technical trainer’s office is adjacent. Dr. O’Neil stated that he had created such a center with an instructional designer but would also have other faculty come in on certain schedules as mentors to faculty. We should explore providing a Faculty Support Center by using the existing facilities we have now in OF2 to be scheduled and manned by the technical trainer (Greg Krynen) and managed by MDAC (to be filled) or designee. Mike Wilmes questioned whether it should be handled by the flex chair? It would appear that this is not necessary. Ms. Moise is willing to turn this room into the center right now and proceed to make it into a “one-stop shop”. The question of giving flex time to mentors would still have to be determined though.

- b. **iTUNES U Contract– (Thatch/Moise)** – Ms. Moise has been unable to confer with Ms. Thatch but she was able to locate the link that Apple sent us to locate the agreement. She does not want to go back to Apple before conferring with Ms. Thatch to make sure nothing has already been done. Dr. O’Neil had forwarded to Dr. Beyer a link showing how students who do podcasting are doing better than students who are not. With the ability to start, stop and rewind, it gives them all the time they need to understand what they are listening to. If the committee has information before the next meeting, they will forward it on to others. Mr. Balogh made a comment that came from the Apple gentlemen in that different things have been tried and to get faculty who are not technically oriented to get with the program and develop their own materials failed. Rick feels that if you go to any other organization besides education and a person is not willing to learn technology, they are out and will be left behind. Technology is here and now and if you not willing to embrace it, you will be on the losing end. This committee is a great opportunity to encourage faculty to come into the 21st century so they can keep up with their students. One of the best ways to get going in that direction is to get the contract going. Also, incorporating the faculty training center with video presentations and Podcasting will be of tremendous help. We do have some faculty on campus that are “set in stone” and will never utilize the technology of today and there are others who are new and they are anxious to take in anything they can get their hands on. The question came up about possibly getting some grant money to enhance and modernize the podcasting equipment that we have now. Dr. O’Neil stated that there are many Title 3 grants out there that have lots of money to expend. We have found that we are just giving lip service to the services we would like to have and not following through. Ms. Moise stated that as a process in doing her program review that there is a report nationwide study of two year institutions stating that the IT budget as a percent of the institutional budget averages 7% but the IT budget as a percent of institutional budget at AVC is .3%. So when she is given a report to implement with very little budget, you can see just how difficult it is. Dr. Bednar stated that the day of just depending on the state for money has come to an end and each college is going to have to become entrepreneurial in searching for other sources of money (such as grants). Dr. Bednar was questioned about the letter that she was tasked to draft a letter to the president but she is at a quandary with all the budget issues about where she could go with it. Ms. Moise stated that as she was working her program review there are six requirements in the Educational Master Plan that relate to technology and one of them centers on online resources. This would make an excellent starting point.
- c. **Acceptable Use Procedure (Moise)** – Ms. Moise stated that the Information Technology Committee is meeting on Thursday to review the final draft of the Acceptable Use Procedure which will require any user of Antelope Valley College information technology resources to comply with this statement. It is fairly brief procedure and applies to all users, which includes students and employees of the district. Once the IT Committee completes the statement and draft on Thursday, she would like permission to send it to the DEC Committee members for their review and comment.

She would like all comments back to the IT Committee by mid-April. The policy is already in place but this is just a procedure that would require all users to be in compliance. Dr. Beyer requests that all members relay their comments back before the next meeting on April 14. Dr. Beyer also brought up two projects: pay for printing and individual accounts for students – both still in progress. We are pretty close on pay for print already in the Library and the Learning Center. The goal is to include the open computer lab before fall. Pay for print means that students who were previously given free printing will now pay for their copies just as they would in the Learning Center and the Library. We could give the students portions of their printing if we choose to. If we choose to do so, we could also move it into the classroom. Dr. O’Neil stated that there are certain courses which require a certain amount of printing so that is a consideration to the students that we could decide to do. Ms. Moise requests that we place pay for print as a future report item.

7. REPORTS

- a. **CMS Evaluation Workgroup – (T. O’Neil, N. Bednar, L. Echeverria, Rick Balogh and C. Moise)** – The Angel demonstration was very impressive even though their representative was a bit soft spoken. This made it somewhat difficult to video and be able to pick up her voice. Our current Blackboard platform is basic to the Angel platform. As far as pricing, if we have Legacy pricing with Blackboard, they are competitive. If we have the most recent pricing with Blackboard, then they do even better. Our Legacy pricing is a three year contract with a one year extension. Ms. Moise has oversight over this contract but she has not seen any documentation but they have had contact through e-mail. She has requested of Matt the extension agreement so they could begin that process even though it does not become due until the end of April. Dr. Beyer believes the contract has been extended and now runs from July to June. He will send to her what documents he has so she will have the most current information when she enters negotiations. Dr. Bednar asked if there was going to anymore providers who would be giving demonstrations. Rick relayed that R Smart Desire to Learn will be at Tech Ed. They requested that they come to our location either Thursday or Friday of the week of March 23. It was decided that the week of March 30 would be best to make arrangements for the others to come to our campus. We will be videoing all demonstrations and putting it on a CD. Dr. Beyer made mention that he had transported his Blackboard course into Angel and was very pleased. Ms. Moise also mentioned that at the Angel demo she took a spreadsheet of points based on the earlier meeting where we discussed all critical aspects of the program. She took notes and will be putting it together for us to evaluate.
- b. **Podcasting Workgroup – (S. Thatch, Y. Ezzeddine, and M. Wilmes)** – no report.
- c. **Orientation Workgroup –(T. O’Neil, N. Bednar, and L. Echeverria)** – Dr. O’Neil handed out to the committee members an online survey from Illinois Online Network. This survey is designed as a self-evaluation for potential online students. It would give them information to see if they would be capable of handling and be proficient at an online class. If we were to use this, we may need to procure permission to do so. He requested that each member try it out and send their comments to himself or Dr. Bednar.
- d. **Accessibility Workgroup – R. Balogh, Y. Ezzeddine** – Ms. Wilson will be dropped from this workgroup. Rick stated that they have not had a meeting but requests that Mr. Sawicki join the group. They will hopefully have something by the next meeting.

8. OTHER

- The next meeting will be April 14.
- John Vento will become our union rep.

9. ADJOURNMENT

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:29p.m.
Motion carried.

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