ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
October 25, 2011
3:00 p.m. to 4:00 p.m.
A 140

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. October 11, 2011 (attachment)

5) **ACTION ITEMS**
   None

6) **DISCUSSION ITEMS**
   a. DETC Mission Review (attachment)
   b. 2011 – 2012 DETC Goals (attachment)
   c. Moodlerooms Presentation Overview/Feedback

7) **REPORTS**
   a. Podcasting workgroup
   b. Accessibility workgroup [FYI the current accessibility guidelines for distance education can be found at lpc1.clpccd.cc.ca.us/lpc/blackboard/de_access_**guidelines2011**.pdf
   c. Online Orientation workgroup [SORT is online at http://www.avc.edu/onlineorientation/sort/

8) **OTHER**
   • Future DETC Meetings: November 8, 2011; and November 22, 2011

9) **ADJOURNMENT**

1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the DETC meeting to order at 3:12 p.m.

2. OPEN COMMENTS FROM THE CHAIR
None

3. OPEN COMMENTS FROM THE PUBLIC
None

4. APPROVAL OF MINUTES

a. October 11, 2011 (attachment)

A motion was made and seconded to approve the October 11, 2011 Distance Education and Technology Committee meeting minutes. Motion carried with one abstentions.

5. ACTION ITEMS
None

6. DISCUSSION ITEMS

a. DETC Mission Review (attachment

Mr. Balogh read the DETC Mission statement to remind committee members of the committee responsibilities. He indicated the drafted and proposals goals should relate to the approved mission statement.

b. 2011 – 2012 DETC Goals (attachment)

Committee members started reviewing the 2011 – 2012 DETC Proposed Goals drafted by Dr. Charlotte Forte-Parnell and Mr. Rick Balogh. After a thorough review committee members were in consensus to begin categorizing the proposed goals into categories and differentiate each as either a goal versus an objective.

1. Course Management System (CMS) recommendation for summer, 2012.
2. Plan specific faculty training for CMS to target common known problems.
3. Adopt a rubric for online course development and evaluation.
4. Draft a uniform audiovisual (multimedia) purchase procedure for the college.
5. Review status of current technology concerns and make recommendations when necessary.
6. Develop a recommendation or resolution on how to increase the success and retention of students in distance learning courses.
7. Develop a recommendation on how to comply with mandate for authentication of students using online instruction.
8. Create criteria (i.e. ADA, regular effective contract, etc.) for approval of new online classes/hybrids and for the instructors who teach them.
9. Identify and adopt practices to encourage authentic written work.
10. Request and obtain DETC budget allocation for speakers, products, memberships, professional development, etc.

Approved: November 8, 2011 DETC Meeting

11. Ensure available online support services for DE courses.

12. Recommend for approval, a regular and effective contact policy.

13. Recommend for approval, a minimum class size for DE courses as well as maximum faculty loads for DE courses to ensure instructional quality.

14. Conduct annual student and faculty DE satisfaction survey.

15. Produce annual student success and retention report.

The committee brainstormed ideas and began categorizing the above goals/objectives.

Category #1 – Ensure an appropriate CMS system. This category would include goal/objective #1, and #2 from the above list.

Category #2 – Ensure Faculty receives Professional Development. This category would include goal/objective #2, #3, #6, and #7.

Category #3 – Meets Federal, State, and Local guidelines regarding Distance Education. This category would include goal/objective #7, #8, #9, #12, and #13.

Category #4 – Review all CORs for DE components. This category would include goal/objective #3, #8, and #12.

Category #5 – Classroom Technology meets DE Standards. This category would include goal/objective #4, and #5.

Category #6 – Student Success and Retention. This category would include goal/objective #6, #11, #13, and #15.

Category #7 – Appropriate Budget Allocation. This category would include goal/objective #10.

Category #8 – Implement an annual Faculty and Student Survey. This category would include goal/objective #14, and #15.

Mr. Balogh indicated the committee can work on refining drafting goal language in the DETC sub group. DETC members will be notified when the information is posted to the website for further collaborative review and revisions.

c. Moodlerooms Presentation Overview/Feedback

Mr. Balogh reported the sales representative provided a demonstration on campus. The demonstration and discussion was recorded but the link has not been provided to post to the web. He hopes to have the link information by the end of the week for faculty to view. A testing environment will be established for faculty to use but it is currently not ready. Dr. Bednar and Mr. Krynen will be uploading course information into the tests site for faculty to facilitate an opportunity to demonstrate CMS capabilities. All DE faculty will be notified when the test environment is ready and encouraged to go to the site and play around with the CMS.

Dr. Bednar inquired whether there were any other educational institutions who have switched from Blackboard to Moodlerooms for a longer period of time for faculty to get a complete picture of the issues and benefits. This is a big decision and it would be really helpful to have a complete picture of the pros and cons of switching CMS.

Mr. Krynen reported at the last meeting there was a comment made regarding the end of Blackboard 9.1 and being forced to upgrade to a newer version of the CMS. He recently received notification that there will be a patch for Blackboard 9.1 which is scheduled for spring 2012. Generally, there is a two year window of sustainability after a software patch so it would not be likely that an upgrade would be necessary until spring 2014.

Mr. Balogh stated he would like to committee to seriously consider three different CMS options. The committee was in consensus to research Moodlerooms, Etudes, and Blackboard as possible CMS options. There will be further discussions regarding CMS options at future DETC meetings as a decision must be made prior to the spring 2012 semester.

7. **REPORTS**
    a. **Podcasting Workgroup**
       None

    b. **Accessibility Workgroup (FYI – the accessibility guidelines for DETC can be found at (lpc1.clpccd.cc.ca.us/lpc/blckboard/de_access_guidelines2011.pdf)**

    c. **Online Orientation Workgroup (SORT is online at http://www.avc.edu/onlineorientation/sort/**
       None

8. **OTHER**
    a. **Future DETC Meeting dates for fall 2011: November 8, 2011; and November 22, 2011**

9. **ADJOURNMENT**
    A motion was made and seconded to adjourn the October 25, 2011 Distance Education and Technology Committee meeting at 4:10 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rick Balogh	Greg Krynen	Walter Briggs Jr.	Joseph West
Dr. Nancy Bednar	Dr. Scott Lee	Bonnie Curry	Mike Wilmes
Dr. Charlotte Forte-Parnell	Calvin Matlock	Dr. Tom O'Neil	*Vacant Classified Union Representative*
Charles Hood	Ken Shafer	Ken Sawicki	*Vacant ASO Representative*
Priscilla Jenison			