ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
April 26, 2011
3:45 p.m. – 4:45p.m.   Room BE242

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 from the 3/22/10 meeting**

5) **DISCUSSION ITEMS**
   a) Evaluation process of new distance education classes – Rick Balogh, Nancy Cholvin
   b) Concerns with Blackboard Managed Hosting Report Card – Rick Balogh, Mike Wilmes
   c) State approval may be needed for our online students – Anthony Korwin

   http://wcet.wiche.edu/wcet/docs/state-approval/FinalStateApprovalRegulationsforDistanceEducationAStarterListwithAddendum.pdf

   d) Continue discussion of providing a means for faculty to download software for instructional use – Anthony Korwin, Rick Balogh

6) **REPORTS**
   a) Podcasting workgroup
   b) Accessibility workgroup
   c) Online Orientation workgroup

7) **OTHER**

8) **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE MEETING
April 26, 2011
3:45 pm – 4:45 pm, Room BE242

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Dr. Tom O'Neil	Dr. Youssef Ezzeddine	
Bonnie Curry	Mike Wilmes	Joseph West	
Dr. Nancy Bednar	Ken Sawicki	Ken Shafer	
Dr. Forte-Parnell			
Tony Korwin			
Priscilla Jenison			
Nancy Cholvin			
Greg Krynen			

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Balogh, Distance Education and Technology Committee Chair, called the meeting to order at 3:47 PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS –** Mr. Balogh will be meeting with Mr. Krynen in his office on Wednesday, April 27 at 9:00 a.m. to put together the AVC version of our online questionnaire (Are you ready for an online class?) patterned after one from a school in George with their permission. All instances where their name is used will be changed to AVC. Mr. Balogh also wanted to mention that the committee approvals for name change and mission statement will be on the Senate's agenda this week for approval. He would like to invite anyone who would like to attend to come. Dr. Parnell deferred her comments to Mr. Korwin since that issue is on the agenda for him to speak and discuss.

3. **OPEN COMMENTS FROM THE PUBLIC –** none

4. **APPROVAL OF MINUTES –**
   a. Minutes from 3/22/11 – Dr. Parnell requested comments from the members for any corrections to the minutes. With none forthcoming, he requested a motion to approve. A motion and a second were made and with no further discussion, the minutes were approved unanimously.

5. **DISCUSSION ITEMS**
   a. Evaluation process of new distance education classes - (Rick Balogh, Nancy Cholvin) – Mr. Balogh reported the he, along with Nancy Cholvin, meet with Ms. Beverly Beyer (AP&P rep) to discuss the process. She was able to give them her expertise in order for them to follow through for the approvals. He reported that they are currently working on this so it is taken care of so these courses may be offered in the fall. Mr. Balogh has done the old ones and Ms. Cholvin is doing the ones for CurricUNET. He mentioned to Ms. Cholvin that she will receive an e-mail if he has approved the classes and the same would hold true is he should receive an e-mail.
   b. Concerns with Blackboard Managed Hosting Report Card - (Rick Balogh, Mike Wilmes, Tony Korwin) – Mr. Wilmes had reported to Mr. Balogh that he had discovered a

discrepancy in the counting process of determining the number of decommissioned classes. He would like to decommission a class after grades are submitted if there are no incompletes filed with that class. Once the grades are submitted approximately two weeks after school end and there are no completes, he feels that the shell should be disabled. Dr. Bednar had a concern should the course be so disabled that she would not be able to make a course copy from it. If she were teaching a course that only occurred in the spring and then it was disabled, she would not be able to return to it to retrieve the information she needed. It was explained that she could do an export but Dr. Bednar felt that would include all the old students from the previous class which she did not want. Mr. Wilmes explained that this could be solved with some training which would help solve the problem.

Mr. Balogh asked if this would solve our problem with the number of shells we have as well as the storage issue. Mr. Wilmes replied that it would help with the storage issue but it could also help to a degree with the user issue. With reductions in the budget and classes coming soon, this could also help in keeping our numbers within guidelines. One other problem we have is with bandwidth, which we are already over. Unfortunately, we do not have control over this because it involves people accessing the site, as well as the content and how much faculty has written into their courses. At this point, he recommends that our contract be re-negotiated for more bandwidth between our students and faculty and the Blackboard server. Mr. Korwin was asked his opinion on this. He had a discussion with them and they had just run a new report and relayed that they are perfectly happy with the existing contract because the new report shows us at just 6,100 students. Even though the cumulative is over 11,0000, the logging in to access the classes is just at 6,100 students against a ceiling number of 8,000.

Mr. Wilmes requested that the members go back into one of their disabled courses from spring 2010 to see if they could course copy. If they are able to do so, he will create a test shell for you to do this function. He wants to be sure you have access or not so he or Mr. Krynen know what to do with the system to help with training. Dr. Bednar requested that some type of notification come out just before archiving is done. Mr. Wilmes suggested that an e-mail come from Mr. Balogh about one week before school ends that all classes will be archived after grades are submitted unless there is an incomplete in a particular course. Mr. Wilmes will send a reminder to Mr. Balogh to do this.

c. State approval may be needed for our online students - (Tony Korwin) – this has come to his attention from Ms. Sherry Padilla that a new federal statue that requires institutions who offer online classes that if you have a student in another state and that state requires certification of all courses, you must get certification from that state for your course if you have an online student from that state. We will have to start monitoring what students we have in our various online courses and if they are from another state. So far, there are 14 states that have instituted this requirement so we need to start making an effort to get this certification for our online classes. Ms. Jenison inquired if it would apply to the online ESL classes which are non-credit courses which are not applicable to a degree. Mr. Korwin stated that this is being required across the country in order to make sure that classes are consistent from state to state and that the student will get the credit that they are expecting to receive. This has nothing to do with tuition. He went on to say that if they are attending the class from out of state, then we need to have a certification in order to comply with the federal statue so the student may take the credit back to their home state.

Dr. Bednar pointed out that the website Mr. Balogh has brought up on the screen is from WICHE, which is the Western Interstate for Higher Education. The issue of being able to procure financial aid was also brought up. Dr. Bednar knew that a number of western states were members of t his

organization. Mr. Korwin felt that this organization could institute an inter-state agreement on core programs but not satisfy all that may be offered. There is also a time limit on this of July 1. Mr. Korwin stated that the first thing that must be done is to run a report on BANNER to see which out-of-state students are taking online classes. This would include students who are physically here on campus or ones who are taking the class from another state. Mr. Balogh felt that we should not have that many but Dr. Bednar brought up the issue of military personnel. When they enter the military, their home state is the one where they were living prior to joining. The fact that they are now stationed here in California does not automatically make them a citizen of the state. Mr. Korwin felt that if you were in the military stationed in California, living off base and physically taking a class at AVC that we would not have to comply with the certification. Mr. Wilmes stated, though, that the rules he remembers are that if you have a home state elsewhere and you are stationed in California and even if you live off base, you are still considered an out-of-state student. Mr. Korwin queried if they then must pay out-of-state tuition. No one knew the answer so it was recommended that it be asked of Dean Trimble. Mr. Wilmes went on to state that he was questioned when he took classes at Mira Costa College and being actively in the military but he did say this was before the 9/11 incident. Dr. Bednar stated that the rules could have changed since then.

Mr. Balogh mentioned that the fee for getting this certification is $5,000 and stated that it would be very difficult to procure. He would pass this on to Dean Trimble to see if her budget line can support this.

d.   Continue discussion of providing a means for faculty to download software for instructional use – (Tony Korwin) - Mr. Balogh would like to thank Mr. Korwin for coming forth with an accurate answer to this question that can be relayed to the Senate. Mr. Korwin stated that the answer is that he is perfectly willing to look at what policies that are in place and that we put together other policies addressing this issue so that we are not going at it in a willy nilly fashion. We need to make agreements between faculty and the institution to the types of things they agree to not download and if they have questions with regard to compatibility or licensing that they contact ITS. Also, that they are willing to consider their colleagues who share that particular classroom or lab, so that if it comes down to crashing a lab, that ITS is able to bring it back online before the next class occurs. He is all for doing this for faculty but we need to do this in the proper manner. Another thing coming up is the closure of classrooms during the summer and losing technical help due to reduction in work schedule. Due to this, all of the labs may look exactly as they did in the spring because of the inability of ITS to have the time and manpower to address their needs.

Dr. Bednar queried about how does everything come into play when we have the changeover from Windows XP to Windows 7 this summer? Mr. Wilmes addressed this issue and stated that all of the buildings that will be listed for summer closure will include their inability to enter them also. All people will have to go to the access process in order to enter a particular building and room number. All buildings will have no air conditioning and the temperatures will be in the range of 85-90 degrees. In addition, one of the lab techs has had their hours reduced to 10 months. He requests that the committee send out an e-mail to all faculty informing them of these circumstances and that realistically they would need 9 non-overtime days to prepare the computer labs after buildings reopen. He requests that all faculty, upon the building re-openings, check their computers to make sure that all of the software that they need to teach is still functioning properly. A notice will be coming out from Administration informing all employees which buildings are being closed and the dates for this closure, meaning 24 hours a day, seven days a week. This information is also coming to faculty through their respective deans. All faculty are being informed to pack up all material that they think they will need over the summer and

removing it until the building date for reopening occurs. The BE building will remain open Monday through Thursday, but will be shut down for Friday-Sunday. All affected people that remain in any of the closed buildings that work through the summer are being relocated.

Mr. Wilmes requests that if any faculty come across any shortcomings with the computer in their classroom or lab, they need to call it into the help desk at ext. 6535. The ITS will prioritize to the best of their ability but they will mostly likely be in damage control those 9 days. They will do the best with what they have but at this time they are currently down one-half of a computer technician and they will not have any more computer technicians throughout the summer. A question came forth about computer assistance in Palmdale. The campus is currently in the process of hiring one which will be exclusively for Palmdale. Dr. Parnell mentioned that the Learning Center is to be closed. Does it fall under the same guidelines as all others? Yes it does. You will need to fill out the proper paperwork, get the appropriate signatures and then this paperwork will be turned over to Security for them to make arrangements with the affected person to enter that building to retrieve whatever they needed. No one will be left in a building without security personnel there with them the whole time.

Mr. Balogh asked if a faculty member would have the right to download something into a campus computer, say the night before a class, or would they need to go through some process with ITS beforehand? Mr. Korwin stated that the best way to handle this is for faculty to be up front in talking to ITS about what their needs are so they can help them more efficiently. It would be best to arrange this with ITS so they can install it on certain portions of the server so they could access it but it would not be an imposition to other faculty. Mr. Balogh referred back to the letter to the committee requesting software and what could be done for this issue. Mr. Korwin felt that the same situation would need to be done with that in that it needs to be looked at by ITS and if there is no licensing issues or that it would create a problem to others, then it could be accomplished. Dr. Bednar suggested that we have a contact person (chair) within the committee to receive these requests from faculty and interact with ITS to determine what programs can be installed in the special folder and which ones cannot. Mr. Balogh responded that this had been tried months ago with his creation of the ACTT which did not seem to solve the problem. Mr. Krynen wanted to remind the committee that the four programs for teacher prep that had been requested in the previous correspondence had been approved to install but it has not yet been done. The problem why this has not happened is because ITS is down one technician. This is something Mr. Balogh can relay to the Senate to answer this question and he can add that with the situation of the reduction in workforce hours that the situation will become worse before it gets better. Mr. Korwin explained to the committee that they have a workload of between 85-110 open work orders on a daily basis. They are handled first in-first out unless there is an urgent issue that comes up. Mr. Balogh commented that he has had a number of issues with Blackboard and has talked to them for hours and gotten no where and received answers from Mr. Krynen in minutes. He just requests that you do not direct students to him. Get the answers for them and then pass it on.

7. **REPORTS**
   a. Podcasting workgroup – Ms. Curry stated that they had been working on the policies and procedures document and felt that it was pretty well done but had been unable to make contact with Shirlene Thatch. She will get the final for the committee but feels that this is not much of a committee anymore. A question came up about ITUNES U. Mr. Wilmes seemed to have the most current information in that he had been requested to help coordinate the authentication piece that needs to be designed, but right now he cannot do that because it is not his job. Mr. Korwin

had talked to IMC about this and was told that it was still a couple months off and was looking like it would come online in the fall.

b. Accessibility workgroup – Mr. Balogh mentioned that he had forwarded onto Ken Sawicki the latest edition he had received of the Distance Education Accessibility Guidelines. Dr. Parnell commented that this document had been forwarded to the members at the first meeting of the year. Mr. Balogh inquired if the committee should be aware of any changes that had occurred. Mr. Sawicki mentioned the four topics which are called the "Principles of Accessibility" which he had spoke about at a previous meeting. There are four principles that provide the foundation for web accessibility. The four are: perceivable, operable, understandable and robust. Each are listed in the above-referenced document giving guidelines as to what is required and is acceptable to all. Mr. Sawicki had previously boiled this information down to 8-10 pages. Mr. Balogh mentioned this to Ms. Cholvin that they should remain aware of these guidelines as they review the online course proposals. Also, it would be good to keep this in mind when Mr. Balogh and Mr. Krynen work on the orientation webpage. Mr. Krynen made mention that one of the most difficult is the first bullet under perceivable with regard to providing text alternatives for non-text content. This is associated with text that is attached to pictures. Mr. Krynen stated, though, that with the new upgrade to Blackboard 9.1 at the end of summer, it takes into account this issue and asks if you have a transcript to include which provides a way to give a description to a picture. The new upgrade will provide the fields for input, but the instructor still needs to do this.

Mr. Balogh queried Mr. Sawicki if he felt Blackboard was accessibility friendly? Yes, he does feel it is and that was one of the main reasons why it was the chosen course management system. Dr. Bednar felt that Blackboard provides a very good system by which to put their courses on and allows a way for an instructor to alter it for a student who needs an accommodation. Mr. Krynen did mention, though, that working with Mr. Sawicki that it takes quite a few button presses to get to the point of being accessible. Dr. Bednar mentioned that technology will continually further the ability of CMSs all the time.

c. Online Orientation Workgroup – Mr. Balogh mentioned again about the meeting they will have the next day at 9:00 a.m. where they will begin the work on creating the new online orientation.

8. **OTHER** – Mr. Wilmes wished to revisit the issue of Windows 7. The technical staff at AVC will make every effort possible to put this system on campus computers before the beginning of the fall semester. The only way to receive it before fall is if a computer should crash. If this should happen, Windows 7 will be installed instead of re-installing Windows XP. Again, this is all coming about because of the building closures and the reduced staff. Once the official list comes from the President's Office will determine which buildings will be closed and for how long. Information will be listed when you can re-enter a specific building. It will also give guidelines on how to apply to enter a building during the closure period. Mr. Wilmes stated that BE319 will be open to staff with docking stations for laptops.

Mr. Balogh brought up the issue of the "very slow" process that AVC goes about filling open positions here on campus. He is referring to the fact that Mr. Korwin will only be the "interim" IT Director until June 30. The posting for the full-time position closed on March 4 but a hold has been placed on it. Dr. Bednar also insisted that someone needs to occupy this position at all times. She also stated that since the state can't seem to get their budgets in order, we are ending up being reactive to uncertainty which is causing the powers that be to make decisions that may not be very wise. Mr. Wilmes suggested that we put on our next meeting agenda an action item to be sent to the Senate to request that the IT Director position be pushed forward and finalized.

The second issue that Mr. Balogh wanted to bring up was that people are putting themselves on committees and upon finding out that their schedule does not allow them to attend, are not finding proxies to represent them as dictated by the guidelines of the committee. It has made it very difficult at times to have a quorum in order to conduct business. Dr. Bednar felt that the Academic Senate should take more of a pro-active role in requesting people become proxies and having their names listed as such. She had also heard that one of the VPs suggested that they revert to having "dead time" on Tuesday and Thursday afternoons where no classes would be scheduled. This would facilitate club meetings as well as campus committees. Mr. Balogh also relayed to the members that he had already spoken to Mr. Christos Valiotis, President of the Academic Senate, that he would not support one of our action items. This is the one where we request that one of the existing 2 Senate reps to the IT Committee also be a member of the DECT Committee. He feels that this would confuse matters between the IT and DECT Committees. He states that if we have a concern with the IT Committee, that we should direct it to them. It seems very strange to the members of the committee that Mr. Valiotis insisted that Mr. Balogh relay this information to them before the Senate had met.

9. **ADJOURNMENT -** A motion was made and seconded to adjourn the Distance Education and Technology meeting at 4:45 PM. Motion carried.

pag