ANTELOPE VALLEY COLLEGE

Distance Education and Technology Committee Minutes	Tuesday, January 23, 2024 3:00 p.m.- 4:00 p.m., LH 102

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

James Dorn, Faculty Co-chair
Greg Bormann, VPAA Designee
Nate Dillon – ADMIN Council - *ABSENT*
Alex Parisky, ITS Management
VACANT, ITS Alternative Media Specialist
Mike Wilmes, Learning Management Media Specialist (Ex-Officio) - *ABSENT*
Greg Krynen, IMC Representative - *ABSENT*
Gabrielle Poorman, AP&P (Yadira Arellano - Proxy)
John Toth, Faculty Union
Sheri Langaman, Classified Union
Rae Agahari, Arts & Humanities
Jim Bowen, Career Tech Ed
Walter Briggs III, Counseling
Mary Jacobs, Health & Safety Sciences - *ABSENT*
Barry Green, Kinesiology & Athletics
Debbie Sanchez, Library
Kenan Shahla, Math, Science & Engineering
VACANT, Language & Communication Arts
Kimberly Barker, Social & Behavioral Sciences
Jane Bowers, POCR Lead
VACANT, Faculty At-Large
Kathy Osburn, Faculty At-Large
Luis Lara, Adjunct Faculty Rep
Alan Filion, ASO Representative - *ABSENT*

	Items	Action
I.	Call to Order	3:03 pm
II.	Approval of Agenda	A. Approved, unanimous
III.	Opening Comments from Co-chairs	A. None
IV.	Open Comments from the Public	A. None
V.	Approval of Minutes	A. November 28th Minutes (attached) Approved, unanimous B. January 9th Minutes (attached) Approved, unanimous
VI.	Discussion Items	A. POCR Updates – A handbook insert is being worked on, getting close to having a final product to show/discuss. Payment for reviewers is still being researched, and more info/which forms are needed will be sent out soon. POCR process will restart soon. Intellectual property – does or does not cover material created using Canvas? Using material from other courses will require permission. Look/setup of Canvas shells versus the material in those Canvas shells. If faculty are compensated for creating content, that becomes the property of AVC. An online submission form for online courses needs to be created/revised, and the

	process needs to be discussed/researched further. Who would need access? What info would be needed? Who would create/manage the form? B. Online Course Accessibility (continued from Fall discussion) - An official process needs to be created which could include appropriateness to mission, what the mission is, what will be gained from this and other bullet points. This will be a shared document so that the whole committee can collaborate on it. Due to technical issues, this will be shared with DETC later. Once shared, members will have around 1 month (2 meetings) to review and then discussion after. The 50% rule will be discussed during this process as well. The contract states that the Dean and faculty member discuss and decide between themselves. But the administration wants to require that no more than 50% of a faculty member's load can be taught online. More options/ideas are needed. Overall accessibility rating for Spring is 95%. Yuja has developed a product in Panorama that can help fix PDF files, as that is much of faculty are struggling with. The OSD office is working on hiring someone who will be responsible for fixing PDF files for faculty and students. C. Misc – Several requests have come in for teaching hybrid classes, and the process for adding classes onto the schedule proof has a lot of steps. There is software available that could help streamline this process, the ITS programmers might be able to help with this as well. Currently, roughly 36% of classes offered at AVC are online. An online request form could help with this process as well. Are changes made on the web schedule getting to EduNav, etc? Are all areas where the schedule is shown updated and showing the same info? D. Regular and Substantive Interaction – The old document needs to be updated before it's added to the DETC handbook. The Senate will (most likely) want a suggestion/recommendation from this committee. DETC will eventually have a group in Teams for working on these documents, but for now the documents will be shared. How much interaction is needed for an online class versus an in-person class? Once they are shared, please review and it will be discussed at a later meeting. This shows the minimum standard requirement, but each college handles this differently.
VII. Action Items	A.
VIII. Adjournment	4:03pm
NEXT MEETING: 2/13	Spring Meeting Dates: 1/9, 1/23, 2/13, 2/27, 3/12, 3/26, 4/9, 4/23