ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
August 28, 2012
3:30 p.m. – 4:30 p.m.
BE241

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

1. Call to Order

2. Comments from the Co-Chairs

3. Comments From the Public

4. Introductions

5. Approval of Minutes - May 22, 2012.

6. Discussion Items
   a. Mission Statement
   b. Goals

7. Creation of Subcommittees
   a. BE Workstation Guide
   b. Faculty Issues – mentorship, guidelines for course development and rubric for course evaluation
   c. Accreditation and other legal issues
   d. Website (http://avconline.avc.edu/) and data collection

ANTELOPE VALLEY COLLEGE
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MINUTES
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1) CALL TO ORDER AND ROLL CALL

Dr. Nancy Bednar, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the August 28, 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
Kathryn Mergliano
Greg Krynan
John Toth
Priscilla Jenison

Dr. Scott Lee
Dan Scott
Mike Wilmes
Ron Mummaw
Charles Hood
Ken Sawicki

Members Absent
Joseph West

2) COMMENTS FROM THE COMMITTEE CO-CHAIRS

Dr. Bednar welcomed the members and discussed updates to the mission statement and goals. Dr. Bednar suggested a possible login page for Blackboard, as well as an identification statement.

Dr. Bednar suggested feedback on technical issues in the classrooms: phone, internet, power save issues. There was discussion for a possible sub-committee to address and help resolve these issues.

3) OPENING COMMENTS FROM THE PUBLIC

There were no comments from the public.

4) INTRODUCTIONS

5) APPROVAL OF MINUTES

a. May 22, 2012 (attachment)

A motion was made and seconded to approve the May 22, 2012 Distance Education and Technology Committee meeting minutes. Motion carried (one (1) abstention).

6) Discussion Items

a. Mission Statement
1) – change insure to **ensure.**
2) – change mentorship to **program.**
3) – change insure to **ensure.**

b. Goals: Make changes next meeting (action items).

Approved: September 11, 2012 Distance Education and Technology Meeting

2) Change mentorship to program

    1. Spring Welcome Back: breakout session to talk about online mentorship. Ask Kathryn Mitchell if we need a subcommittee.
    2. Continual problems/issues in faculty offices, classrooms and computer labs with office phones and internet.
    3. Change Mission Statement: change insure to ensure.
    4. Dr. O'Neil discussed problems with the AVC website, looking at http://avconline.avc.edu/ website as well as the public websites. Dr. O'Neil and Mike Wilmes will draft a resolution about this issue as a discussion item for a future meeting. Eventually a subcommittee will be created to critique the website and send a resolution to the Senate.

7) **Creation of Subcommittees**
    a. BE Workstation Guide that works for entire campus – Ron Mummaw and Mike Wilmes to chair.
        1) labs
        2) workstation computers

    b. Faculty Issues – mentorship, guidelines for course development and rubric for course evaluation.

    c. Accreditation and other legal issues

    d. Continual problems – issues in faculty offices, classrooms and computer labs with office phones and internet.

8) **ADJOURNMENT**
A motion was made and seconded to adjourn the August 28, 2012 Distance Education and Technology Committee meeting at 4:33 p.m. Motion carried.

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