



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
September 13, 2011
3:00 p.m. to 4:00 p.m. in BE 241**

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. May 24, 2011 (attachment)
- 5) ACTION ITEMS**

None
- 6) DISCUSSION ITEMS**
 - a. Faculty Administrative Rights
 - b. Course Management System Options
- 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: September 27, 2011; October 11, 2011; October 25, 2011; November 8, 2011; and November 22, 2011
- 9) ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
September 132, 2011**

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 3:10 p.m.

2. OPEN COMMENTS FROM THE CHAIR

- Mr. Rick Balogh extended a greeting to all DETC members.
- At the next committee meeting a discussion item will be included on the agenda to begin working on establishing committee goals for the academic year.
- Antelope Valley College is in need of established funding in the general fund budget to maintain technology equipment and software needs. Mr. Balogh indicated he is prepared to be a vocal advocate to establish general fund budget line item for Information Technology Services (ITS) to maintain equipment and technology services on campus.
- Dr. Charlotte Forte-Parnell, DETC Administrative Co-Chair extended her gratitude to Mr. Rick Balogh for disseminating an email describing how students use technology.

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Greg Krynen reported there are two trouble call tickets in the ITS Help Desk queue which need to be addressed. The problem has been identified and can be resolved by applying the necessary patch but would need to shut down the Blackboard system for about one hour. Mr. Krynen requested the committee indicate a good timeframe to take the necessary action to shut down Blackboard and apply the patch. Committee members discussed a good timeframe to shut down Blackboard Course Management platform and were in consensus a good timeframe would be between 4:00 a.m. to 5:00 a.m. Shutting down Blackboard at this time would cause the least amount of interruption for faculty and students. Mr. Rick Balogh stated he would detail the outage in a campus announcement for either Thursday, September 15, 2011 or Friday, September 16, 2011 from 4:00 a.m. to 5:00 a.m.

4. APPROVAL OF MINUTES

a. May 24, 2011 (attachment)

A motion was made and seconded to approve the May 24, 2011 Distance Education and Technology Committee meeting minutes. Motion carried as corrected with five abstentions.

5. ACTION ITEMS

None

6. DISCUSSION ITEMS

a. Faculty Administrative Rights

Mr. Rick Balogh stated the issue of Faculty Administrative Rights has been discussed at previous DETC meetings. With the start of a new year and a new Director of ITS the committee needs to finalize the discussion on whether the group is in support of faculty obtaining administrative computing rights. The committee has been charged by the College Coordinating Council to establish recommendations for faculty computing rights.

Ms. Bonnie Curry stated Health Sciences faculty have expressed frustration when they are teaching in a classroom and they don't have access to display linked materials needed for course materials due to not having the proper versions of software loaded on classroom computers. In having to initiate a trouble call to request specific software be uploaded to specific classroom computers only remedies the problem in specific classrooms and does not resolve this issue if a faculty is then assigned to a different classroom in the next semester or for the next course. Initiating a trouble call

to upgrade software takes additional waiting time due to the lack of staffing in ITS which by the time the issue is addressed the specific course content a faculty wanted to use is no longer valid.

Dr. Nancy Bednar stated Faculty Administrative Rights is a big issue for faculty. The faculty contract includes language that stipulates faculty should have the resources needed to instruct students. Faculty do not have the capacity to utilize links or electronic materials made available by publishers in courses which infringes on the way faculty teach. Faculty need access to use PowerPoint Presentations, Adobe Flash Player, YouTube videos, as well as textbook materials provided on CDs.

Mr. Calvin Madlock stated the term administrative computer rights generally refers to complete computer autonomy which is problematic for all public institutions. It would be an irresponsible decision on his part to simply grant faculty administrative rights to faculty. He is ultimately responsible for all computer technology which includes security and legal issues. With this in mind, he recognizes the importance of faculty having access to the appropriate technology needed for instruction. As a former faculty member in the Los Angeles Community College District (LACCD), he understands the importance of technology in the classroom. Currently, he is brainstorming ideas to best meet institutional needs because there is so much spyware, malware, and viruses that can cause major technology issues for the campus. Mr. Madlock indicated granting specific computing rights for faculty instruction is a high priority for ITS, although a clear understanding of the computing issues and needs at AVC are necessary to begin addressing the problems. Currently, he is researching how to provide faculty power user administrative rights for instructional purposes. If ITS were provided with textbook publishing information they could work to establish faculty access to textbook resource materials provided by publishers and ensure additional software needs are identified for course instruction. In addition, ITS could then monitor and ensure software updates are performed and maintained. The publisher's information would be required prior to the semester in efforts to allow ITS ample time to attach course material information and additional software needed identified for individual faculty. Upon establishing individual publishing and technology software needs to faculty log in information, faculty would have access to utilize course content materials from any network computer on campus. Ultimately, ITS is working to establish technology needs for faculty and staff without compromising the integrity of the servers, as well as maintaining all licensure regulations. If ITS can fulfill the technology requirements for individual faculty then the issue is not faculty administrative rights.

Mr. Rick Balogh stated the committee will then have to refocus their efforts and use exact language reflecting technology needs. If the issue is no longer administrative computing rights but more along the lines of tools needed for instruction he will establish a message board on the MyAVC DETC group page to acquire further input on appropriate language needed to establish a recommendation to the Academic Senate.

b. Course Management System Options

Mr. Balogh stated this discussion item will be tabled until the next DETC meeting in efforts to allow adequate time to discuss openly. In the meantime, it was suggested that committee members try to obtain research information from other colleges who recently changes Course Management System. Mr. Madlock indicated LACCD recently made a change and he would obtain research information they used to determine the decision to change Course Management System. A thorough discussion and review of information obtained will occur at the next DETC meeting.

Due to time constraints the remaining agenda items were postponed to the next DETC Agenda.

7. REPORTS

- a. Podcasting Workgroup**
- b. Accessibility Workgroup (FYI – the accessibility guidelines for DETC can be found at http://ipc1.clpccd.cc.ca.us/lpc/blckboard/de_access_guidelines2011.pdf)**
- c. Online Orientation Workgroup (SORT is online at <http://www.avc.edu/onlineorientation/sort/>)**

8. OTHER

a. Future DETC Meeting dates for fall 2011: September 27, 2011; October 11, 2011; October 25, 2011; November 8, 2011; and November 22, 2011

9. ADJOURNMENT

A motion was made and seconded to adjourn the September 13, 2011 Distance Education and Technology Committee meeting at 4:00 p.m. Motion carried.

MEMBERS PRESENT			ABSENT MEMBERS
Rick Balogh	Charles Hood	Calvin Madlock	Walter Briggs
Dr. Nancy Bednar	Priscilla Jenison	Tom O'Neil	Joseph West
Bonnie Curry	Greg Krynen	Ken Sawicki	<i>Vacant Classified Union Rep.</i>
Dr. Charlotte Forte-Parnell	Scott Lee	Ken Shafer	<i>Vacant ASO Rep.</i>