



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE AGENDA  
September 9, 2008  
4:00 p.m. – Room SSV 151**

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) Distance Education Committee meeting – May 13, 2008
- 5) ACTION ITEMS**
  - a) DEC Membership – Staggered Terms
- 6) DISCUSSION ITEMS**
  - a) DEC Membership Realignment
  - b) Course Platform Evaluation
  - c) Blackboard Contract Oversight
  - d) Chancellor’s Office DE Guidelines
  - e) Hybrid Scheduling
- 7) REPORTS**
  - a) Podcasting workgroup
  - b) Orientation workgroup
  - c) Accessibility workgroup
  - d) Online Training workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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## ANTELOPE VALLEY COLLEGE

### DISTANCE EDUCATION COMMITTEE MEETING September 9, 2008

| MEMBERS PRESENT |                 | MEMBERS ABSENT              | GUESTS        |
|-----------------|-----------------|-----------------------------|---------------|
| Richard Balogh  | Candace Martin  | <i>Faculty Union Rep.</i>   | Stephen Burns |
| Beverly Beyer   | Dr. Tom O'Neil  | Tom Hutchison               | Greg Krynin   |
| Ed Beyer        | Shirlene Thatch | Scott Lee                   |               |
| Luis Echeverria | John Vento      | Dr. Charlotte Forte-Parnell |               |
| Scott Lee       | Mike Wilmes     |                             |               |
| Connie Moise    |                 |                             |               |

#### 1. CALL TO ORDER AND ROLL CALL

Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 4:05 p.m.

#### 2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Mr. Ed Beyer welcomed committee members to another academic year and stated there is a great deal of work to be completed.
- The annual e-Learning Conference to be held in Oregon has distributed a call for potential presentations. The deadline to submit proposals is October 20, 2008.
- Dr. Forte-Parnell, Dean of Instructional Resources and Extended Services, is the new Co-Chair for the Distance Education Committee. She will be attendance at the next meeting.

#### 3. OPEN COMMENTS FROM THE PUBLIC

None

#### 4. APPROVAL OF MINUTES

A motion was made and seconded to approve the May 13, 2008 Distance Education Committee meeting minutes. Motion carried.

#### 5. ACTION ITEMS

##### a. Distance Education Committee Membership

A motion was made and seconded to approve the realignment of two faculty positions to a one time three-year term and revert back to a two-year term. Mr. Ed Beyer reported he was seeking the approval of increasing the term of two faculty positions on the committee to maintain continuity within the committee composition. Motion carried.

#### 6. DISCUSSION

##### a. Distance Education Membership Realignment

Mr. Ed Beyer reported the existing committee membership has adequately served to represent campus needs, although as time progresses and as the online program has grown exponentially there is a need to review the committee membership and mission

statement. Last year conversation occurred regarding including additional campus constituents such as: the Web Master, an Accessibility expert, etc. Mr. Beyer requested for committee members to consider volunteering to serve on a membership workgroup to tackle the task of addressing the representation needs of the Distance Education Program, and review the Distance Education Committee Mission Statement to determine if any revisions are needed. Workgroup members will be tasked to provide a recommendation that will facilitate the opportunity for the DEC to effectively transition to meeting the needs of future business. Mr. John Vento, Ms. Shirlene Thatch, and Ms. Candace Martin volunteered to collaborate in addressing the future needs of the committee by evaluating committee membership and the Distance Education Committee Mission Statement. They will present their recommendations at the September 23, 2008 meeting for further discussion.

**b. Course Platform Evaluation**

During the summer, Mr. Beyer met with Ms. Connie Moise and Dr. Tom O’Neil to discuss the ongoing efforts of Blackboard. Currently, the college is in their third year of a three-year contract, and received a renewal option for an additional three years. The committee needs to begin seriously implement a platform evaluation to determine if the services of Blackboard should be continued and facilitates campus needs. Mr. Beyer distributed a platform evaluation timeline for review and discussion.

Fall 2008 – Identify Task Force Members

Fall 2008 – Establish Platform Evaluation Criteria  
(Including focus groups)

Fall 2008 – Identify Potential Platforms

December 2008 – Present recommendation to the Distance Education Committee

Spring 2009 – Schedule vendor visits (DEC open forums)

Fall 2009 – Faculty Playrooms

Spring 2010 – Decision/Final Recommendation

Dr. Tom O’Neil and Connie Moise will assist in the coordination of the course platform evaluation process. The primary evaluation efforts will require the involvement of faculty currently teaching online courses and additional campus constituents to ensure all input and concerns are addressed.

**c. Blackboard Contract Oversight**

Currently, the Distance Education Committee Co-Chair position is responsible for contract oversight of Blackboard and would like to the committee to consider transferring this duty to the Director of Information Technology Services, Connie Moise. She currently handles other software contracts and is willing to assume this responsibility if the committee is in consensus to transfer this responsibility to her. As a member of the Distance Education Committee she will maintain effective communication and will work with the committee to determine program needs. Committee members were in consensus to transfer the responsibility of contract oversight to Connie. Mr. Beyer stated this item would be placed on the next meeting agenda as an official action item for committee approval.

**d. Chancellor's Office Website**

Mr. Ed Beyer distributed a copy of the System's Office Distance Education Regulations and Guidelines reporting faculty teaching online courses are responsible to ensure resources used in their courses meet accessibility regulations. According to the System's Office Regulations and Guidelines on Distance Education, the college is held liable to ensure all course material and resources meet accessibility requirements. There is an immediate need for the DEC to take the lead role in this effort and collaborate with Ken Sawicki to institute an accessibility compliance checklist.

**e. Hybrid Scheduling**

This discussion item was tabled until the September 23, 2008 Distance Education Committee Meeting.

**7. REPORTS**

**a. Podcasting workgroup**

Report tabled until the September 23, 2008 Distance Education Committee Meeting.

**b. Orientation workgroup**

Report tabled until the September 23, 2008 Distance Education Committee Meeting.

**c. Accessibility workgroup**

Report tabled until the September 23, 2008 Distance Education Committee Meeting.

**d. Online Training workgroup**

Report tabled until the September 23, 2008 Distance Education Committee Meeting.

**8. OTHER**

None

**9. ADJOURNMENT**

Lost quorum at 5:05 p.m.

gmk