



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA**

September 14, 2010

3:30 p.m. – 4:30p.m. Room BE243

**Future meetings this semester will occur at the same time, same room on
September 28, October 12 and 26; November 9 and 23**

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**
- 5) DISCUSSION ITEMS**
 - a) Review Add/Correct Online Orientation – Rick Balogh
<http://www.avc.edu/onlineorientation/>
 - b) Wireless connection concerns for Physics Lab – Rick Balogh
 - c) Computer services technician for Palmdale Site – Rick Balogh
 - d) Replacement computers for Anatomy/Physiology Lab – Rick Balogh
 - e) Provision for faculty to download software – Rick Balogh
- 6) REPORTS**
 - a) Podcasting workgroup
 - b) Orientation workgroup
 - c) Accessibility workgroup
- 7) OTHER**
- 8) 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 COMMITTEE MEETING

September 14, 2010

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Connie Moise	Ken Sawicki	
Dr. Tom O'Neil	Denise Walker (Proxy for Bonnie Curry)	Greg Krynen	
Dr. Nancy Bednar	Mike Wilmes		
Dr. Forte-Parnell	Joseph West		
Dr. Youssef Ezzeddine	Ken Shafer		
Priscilla Jenison	Nancy Cholvin		
Joseph West			
Connie Moise			

1. CALL TO ORDER AND ROLL CALL

Rick Balogh, Distance Education Committee Chair, called the meeting to order at 3:35 PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS** – Dr. Parnell spoke of the TechEd Conference to be held in Palm Springs in March 2011, which will be free to attend. She recommends that you attend or send a designated person from each division. It was mentioned by a past attendee that we here at AVC are just scratching the surface of what is available out there. It was also stated that the Senate has mandated that we have more contact with technology that addresses academics. This was a provision of the STRATA Report and has been made into a resolution by the Senate. Mr. Balogh will send out this document to the members of the committee.

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

4. **APPROVAL OF MINUTES** – Mr. Balogh asked members if there were any corrections to be made to the May 25, 2010 minutes. A correction was pointed out in 6a, third paragraph. The Scholar in Resident is Ms. Carol Eastin. She is not our campus connections to Intelcom. Her name will be corrected to Ms. Carolyn Burrell. Ms. Burrell will be invited to a future meeting. Mr. Balogh asked for a motion to approve the minutes as corrected. A motion was made and seconded to approve the minutes and with no further discussion, the minutes were approved.

5. DISCUSSIONS ITEMS

- a. **Review Add/Correct Online Orientation (Dr. Parnell/Rick Balogh)** – Mr. Balogh stated that Mr. Stephen Burns will not receive any further input from any member of the committee and put the online orientation on the website as is, although Dr. Bednar stated that none of the items listed in the minutes were addressed. He still would like

more input and more choices for interaction. Dr. O'Neil had suggested a number of sites for him to review but Ms. Moise stated that Mr. Burns was hesitant about "taking off on his own initiative". He wants direction from the committee on what they want their online orientation to be like. He feels it is not his place to create. It was still recommended that a student training video be included in the website. Greg Krynen could possibly do this. Dr. O'Neil suggested that a survey monkey be done to determine which faculty are using blogs or using Blackboard in general so we can determine who is using it. Mr. Wilmes was queried about the historical use of Blackboard. He can only determine who has created a shell, not if they are using it or not. It was recommended that the survey ask faculty who are using Blackboard for classes. The Orientation Workshop (Dr. Tom O'Neil, Dr. Nancy Bednar and Ken Shafer) will request that questions be forwarded to them.

b. Wireless connections concerns for Physics Lab (Rick Balogh) – there is a problem in the Physics Lab that the router is dropping students randomly from the computers. Mr. Balogh has worked with Mr. Faber (tech) to come up with options for fixing this problem. Ms. Moise stated that she would like to know who Mr. Faber has worked with within ITS and she will follow up on the situation.

c. Computer services technician for Palmdale Site (Rick Balogh) – the procedure for procuring a computer services technician is proceeding but the date for that person to start is not yet determined. Mr. Balogh stated that the band width will be increased between the Lancaster and Palmdale campuses.

d. Replacement computers for Anatomy/Physiology Lab (Rick Balogh) – Mr. Balogh stated that a number of computers across campus utilized for math and science courses have reached "old age". They are breaking down and you cannot update the newest software on them. Ms. Moise stated that through the Strategic Plan, it identifies a refresh fund (you can view this on the ITS website). This fund will be central to all campus and will be used to replace technology as needed. Unfortunately, this fund has not been endowed but with the immediate issue of accreditation, this issue may come to the forefront and need to be dealt with. Dr. Bednar stated that keeping all technology current on campus is a condition of the union in regard to faculty teaching contracts. Also, we have the issue of Windows 7 on the immediate horizon and many computers will have to be upgraded or have memory added in order to accommodate this new operating system.

Dr. O'Neil suggested that we pursue a Title III grant which would give us the money to do some of the things. It could amount to between \$3-5M. Ms. Moise mentioned that we received a grant in 2007 and it was felt at the time that the best investment was to replace a number of faculty office computers. Dr. Bednar stated that a competent grant writer should be employed to ensure that grants are written to keep technology updated, especially in the computer lab.

e. Provision for faculty to download software (Rick Balogh) – Mr. Balogh relayed to the committee that the CCC asked the Senate to find a way so that faculty can download software to be used in teaching. The DEC Committee has been charged with finding ways to use software but the Business Office is concerned about the issue of licensing and copyright laws. Most faculty find software that they would like to download immediately for use in their classrooms. But finding and buying software that we have permission to download would be prohibitively expensive. Another solution was to partition the network so we could isolate a location where

software would be downloaded. If there was a problem, it would not affect the rest of the campus system. Mr. Wilmes suggested a computer could be made into a stand-alone so software could be downloaded but it would not be able to access the rest of the campus system. We need to come up with a way to download software on a shared computer that will not cause problems for others. We also have problems when computers are shared between classes and faculty. We would need enough time before the next academic session starts to check for problems when we install new software that is conflicting with old software that is already installed. Ms. Moise mentioned that right now we have about one half dozen faculty who have administrative rights to do downloads but this is because they are in special circumstances with the course they teach. Another issue was having to use a personal computer in class to accomplish what you need to do. Ms. Moise also stated that we are developing an “open campus initiative” to allow the network to provide services to accommodate a personally owned devices. But the issue of liability with personal computers would have to be addressed. This would include both faculty as well as students. Also, this could bring up a union issue by bringing your own computer where this technology is to be provided by the college. Mr. West suggested using grant money to buy laptops that would be kept in the IMC and could be checked out. Any suggestions to Mr. Balogh would be welcome for further discussion.

7. REPORTS

- a. Podcasting Workgroup – None**
- b. Orientation Workgroup – See above**
- c. Accessibility Workgroup – None**

8. OTHER

- a. Mr. Balogh requests that all members read the new faculty contract as it relates to distance learning.
- b. Dr. O’Neil, lead administrator for AdAstra, mentioned that 4 new computers have been procured for the Academic Affairs Office. This will accommodate the new room request system. Most people will be given read only permission for now.
- c. Mr. Wilmes notified the members that he will be archiving Blackboard classes prior to Fall 2009. They will be kept on DVDs. He suggested that you archive each and every class and put it somewhere else for safekeeping. He also mentioned that there will be a system outage over the next two nights. He will put the word out on the public website.
- d. Mr. Shafer brought up the issue of Second Life. Dr. O’Neil will be sending out an e-mail that a trainer will be here on campus on Fridays and Saturdays. Anyone is welcome to attend.

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

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