



Distance Education and Technology Committee Agenda

Tuesday, October 13, 2015
3:00 p.m. – 4:00 p.m.
L-201

Type of Meeting: Regular
Note Taker: Priscilla Jenison
Please Review/Bring: Agenda Packet

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Dr. Charlotte Forte-Parnell, Co-Chair Designee
Dr. Tom O’Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Priscilla Jenison, Faculty Member
Angela Shaheen, Faculty Member
John Toth, AVFCT Member
Rick Shaw, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator

| Items | Person | Action |
|---|--|---|
| I. Approval of Minutes | All | a. September 8, 2015 DETC Meeting |
| II. Opening Comments from the Co-Chairs | P Jehlicka Dr. Parnell | |
| III. Open Comments from the Public | | |
| IV. Discussion Items | Ken Sawicki Dr. Parnell, P Jehlicka G Krynen Dr. Parnell, P Jehlicka Dr. Parnell, P Jehlicka | a. Free MOOC b. OEI Update https://ccconlineed.instructure.com/courses/90 c. Use of LMS Policy d. OLTC – June 2016 e. Goals & Assignments |
| V. Adjournment | | |

NEXT MEETING: October 27, 2015



Distance Education and Technology Committee Minutes

Tuesday, October 13, 2015
3:00 p.m. – 4:00 p.m.
L-201
3:07 p.m.

Type of Meeting: Regular
Note Taker: Nancy Masters
Please Review/Bring: Agenda Packet

Committee Members:

- Perry Jehlicka, Co-Chair
- Dr. Bonnie Suderman, Co-Chair - ABSENT
- Dr. Charlotte Forte-Parnell, Co-Chair Designee - ABSENT
- Dr. Tom O’Neil, Administrative Member - ABSENT
- Walter Briggs, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Representative
- Priscilla Jenison, Faculty Member
- Angela Shaheen, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Rick Shaw, ITS Management Member
- Greg Krynen, ITS Technical Trainer
- Mike Wilmes, Blackboard Administrator - ABSENT

| Items | Person | Action |
|---|---------------|--|
| I. Approval of Minutes | All | a. September 8, 2015 DETC Meeting <i>A motion was made and seconded to approve minutes of the September 8, 2015 DETC meeting.</i> |
| II. Opening Comments from the Co-Chairs | | |
| III. Open Comments from the Public | J Toth, S Lee | a. John Toth reported a need for online faculty to identify categories for online courses, included blended courses. The item will be agendized for discussion and action at the October 27 meeting. |
| IV. Discussion Items | K Sawicki | a. Free MOOC Ken Sawicki shared a link to a free MOOC to help students learn to take courses online: https://www.canvas.net/browse/sfcc/courses/intro-online-learning |



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| | P Jehlicka | <p>b. OEI Update https://ccconlineed.instructure.com/courses/90</p> <p>Perry Jehlicka shared a recommendation from Dr. Charlotte Forte-Parnell regarding the Student Readiness component of OEI, which is available for free to AVC. Dr. Parnell's recommendation is that AVC make the (7) modules available to students to determine whether online instruction is a good option. Availability can take the form of a link on the website, in the orientation or whatever is most effective. Rick Shaw noted several issues should the component become implemented, and recommended significant discussion before action is considered. The item will be agendaized for discussion at the October 27, 2015 DETC meeting.</p> |
| | G Krynen | <p>c. Use of Learning Management System Policy AVC currently supports at least 3 different platforms provided by the campus, plus multiple vendor platforms. DETC needs to determine which platforms we will be supporting.</p> |
| | P Jehlicka | <p>d. OLTC – June 2016 In spring 2015 DETC did not request a budget, therefore there are no funds available for DETC in 2015-16. Perry Jehlicka will submit a request for funds to attend an online training conference in June 2015.</p> |
| | P Jehlicka | <p>e. Goals & Assignments Perry Jehlicka led discussion regarding the development and guidelines for a procedural manual for teaching online courses. The manual encompasses all current goals.</p> |
| | Rick Shaw | <p>f. Blackboard Shell Archiving Rick Shaw will send communication directing faculty to archive shells. Greg Krynen will publish the established process.</p> |



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| | R Shaw | g. Updating Blackboard Rick Shaw will send communication regarding Blackboard patch updates. |
| | R Shaw, G Krynen | h. OEI Student Access Rick Shaw and Greg Krynen addressed concerns regarding procedures for students to register and login to OEI. |
| V. Adjournment | | |
| NEXT MEETING: October 27, 2015 | | |