ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
March 26, 2013
3:30 p.m. to 4:30 p.m.
L 201

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

1. **CALL TO ORDER AND ROLL CALL**

2. **OPEN COMMENTS FROM THE CHAIRS**

3. **OPEN COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. March 12, 2013

5. **ACTION ITEMS**

6. **DISCUSSION ITEMS**

7. **SUBCOMMITTEE REPORTS**
   a. BE Workstation Guide
   b. Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation
   c. Accreditation and Other Legal Issues
   d. Website avconline.avc.edu and Data Collection

8. **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE
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MINUTES
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To conform to the open meeting act, the public may attend open sessions

1. **CALL TO ORDER AND ROLL CALL**
   The March 26, 2013 Distance Education and Technology Committee (DETC) meeting was called to order at 3:35 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell.

2. **OPENING COMMENTS FROM THE CHAIRS**
   - Dr. Nancy Bednar discussed her recent Distance Education and Technology Committee report to the Academic Senate, where she shared the numerous issues that were addressed and resolved due to DETC prompting: Blackboard updates, files available to faculty on the i-drive, and Turnitin. Turnitin works well because students can drop papers in through Blackboard without having to remember their Turnitin login and password. Faculty can create Turnitin assignments in Blackboard, grade the assignments within Blackboard, and sync the Turnitin grades with Blackboard. The integrated Blackboard/Turnitin works well and we should encourage faculty to use it.

     Dr. Bednar asked members what DETC can do to support a Blackboard orientation as a component of the matriculation process. She reported that neither Ms. LaDonna Trimble nor Ms. Sharon Lowry support the concept. Mr. Greg Krynen stated he has already created the first two training videos, which he has linked and published as a resource. He reported that within the first few days of publishing, the site drew 150 hits. Dr. Bednar directed Mr. Krynen to send her the link, to publish on her syllabus. Dr. Bednar commended Mr. Krynen, stating that along with self-discipline and organization, the tool could prove valuable in retention efforts. Mr. Mike Wilmes suggested approaching the Learning Center, to have a Learning Skills Specialist facilitate an academic skills workshop.

     Dr. Tom O'Neil recommended looking at data from the Western Governors Association, for validity and statistics.

     Mr. Charles Hood stated that DETC should be looking at addressing the solution as a retention issue, rather than a focus on slashing classes. He asked why he would train himself or others if Distance Education is being taken away.

     Dr. Parnell explained that the elimination of online classes is a result of the way the college is paid for Distance Education courses – and is based on retention and the economic slump that currently exists. She suggested a focus on needs assessment, and a determination of how many faculty are willing to participate in online classes. Dr. Parnell noted that once data is received from the Chancellor's office, we will have time, statistics and a plan in place, to best move forward with Distance Education.

   - Dr. Bednar also discussed Massive Open Online Courses (MOOCs) with the Senate, the Steinberg bill that was dropped recently, and the governor's enthusiasm with the concept of MOOCs. Mr. Rick Shaw reported that MOOCs was a topic at a recent CIO conference in Monterey. MOOCs was a noteworthy presentation by the Vice Chancellor of

Technology for the State system. He stated that in association with MOOCs and Distance Education, there was a proposal to create a state-funded Course Management System (CMS) that all California Community Colleges could use. Mr. Shaw added that Antelope Valley College (AVC) pays $165,000 per year for our CMS, Blackboard, and if there were a state funded CMS it would save AVC money.

- Dr. Bednar advised Senate members to inform constituent groups to be aware of surprise guests enrolled in online classes this fall. The Accrediting Commission for Community and Junior Colleges (ACCJC) will enroll one (1) observer and one (1) student in every online class, five (5) weeks prior to the start date. Mr. Mike Wilmes stated the observer will have less access than the student. Mr. Rick Shaw stated he will find out what ACCJC is looking for.

- Dr. Bednar discussed the need for a life-cycle replacement standard for computers, recognizing the industry-standard as a 4-year cycle.

- Dr. Forte-Parnell stated she will report to the committee findings of the Student Survey, as soon as they become available.

3. **OPEN COMMENTS FROM THE PUBLIC**
None.

4. **APPROVAL OF MINUTES**
   a. **March 12, 2013**
      A motion was made and seconded to approve the minutes of the March 12, 2013 DETC meeting with corrections. Motion carried.

5. **ACTION ITEMS**
None.

6. **DISCUSSION ITEMS**
   - Mr. Rick Shaw reported that the Help Desk is operating smoothly. One of the tools is lacking in reporting capability and access, so he is working to upgrade that. Dr. Bednar stated that students are reporting they were unaware of the Gmail conversion. Mr. Shaw said students can go through the portal to convert, identifying the problem with previous Gmail users, and those who share their Gmail account. IT continues to walk users through this issue.

     Ron Mummaw reported that he has made numerous help desk reports and that all have been addressed and resolved in an efficient and timely manner.

   - Dr. Bednar asked members to monitor MOOCs activity, and that because some have access to various reports she does not, to keep her informed of news and updates.

7. **SUBCOMMITTEE REPORTS**
   a. **BE Workstation Guide**
      Mr. Mike Wilmes reported he is developing a draft for a process to get software in labs across campus. The workflow will support faculty in a manner that does not impact them adversely. Mr. Rick Shaw interjected that this was a successful application at his previous campus, where faculty provide a list of applications and plugs they will use for a course. Information Technology (IT) will build the image, and faculty will approve prior to launch.

Mr. Wilmes noted the need to change the name ***BE Workstation***, due to confusion with workstations in the Business Education building, Health Sciences building, and other workstations on Lancaster and Palmdale campuses.

Mr. Charles Hood asked Mr. Shaw, where he envisions Antelope Valley College technology in the next 5-10 years. Mr. Shaw offered speculations, to include identity-based provisions – identical desktop and credentials. Mr. Shaw discussed licensing issues with Microsoft or Adobe, and their definition of install-base and where it is.

b. **Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation**
None.

c. **Accreditation and Other Legal Issues**
None.

d. **Website avconline.avc.edu and Data Collection**
Dr. Bednar stated she will meet with Steve Standerfer, Director of Public & Governmental Relations to update and add training videos to the public website and links on avconline.avc.edu.

8. **ADJOURNMENT**
A motion was made and seconded to adjourn the March 26, 2013 Distance Education & Technology Committee meeting at 4:31 p.m. Motion carried.

MEMBERS PRESENT			
Dr. Nancy Bednar	Greg Krynen	Ken Sawicki	Joseph West
Dr. Charlotte Forte-Parnell	Dr. Scott Lee	Rick Shaw	
Charles Hood	Ron Mummaw	John Toth	
Priscilla Jenison	Dr. Tom O'Neil	Scott Tuss	
MEMBERS ABSENT		GUESTS PRESENT/EX-OFFICIO MEMBERS	
Walter Briggs III	Brandon Zavala	Dan Scott	Mike Wilmes