ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
October 13, 2009
3:30 p.m. – Room BE 245

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 – September 22, 2009

5) **ACTION ITEMS**
   None

6) **DISCUSSION ITEMS**
   a) Distance Education Membership
   b) Academic Computing and Technology Teams (ACTT) Members
   c) Drop Policy for Online Courses – B. Beyer

7) **REPORTS**
   a) Overview of Blackboard Upgrade
   b) Podcasting workgroup
   c) Orientation workgroup
   d) Accessibility workgroup

8) **OTHER**

9) **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING
October 13, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	**Dr. Tom O'Neil**	**Youssef Ezzeddine**	**Mike Wilmes**
Dr. Nancy Bednar	**Ken Sawicki**		
John Vento	**Dr. Parnell**		
Dr. Mark McGovern	**Greg Krynen**		
Shirlene Thatch	**Sheronda Myers**		
Beverly Beyer			
Connie Moise			
Bonnie Curry			

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at
   3:38 PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS**
   - Rick made mention that he just had throat surgery and his voice is compromised. Dr. Parnell
     arrived late but had these comments: she had received word from the Chancellor's Office in
     regard to the distance education survey. It had been sent to the Institutional Research Office.
     Connie mentioned that there is a feature within MyAVC to send to specific groups of students
     (such as just online students). The due date is January. Epsilon, through College of the Canyons,
     is pleased to announce the Distance Education Captioning and Transcription Grant is available.
     Dr. Parnell will forward the information to Ken Sawicki and he will handle it with Louis Lucero.

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

4. **APPROVAL OF MINUTES**
   - There were two slight corrections noted on the September 22 minutes. A motion was
     requested and seconded to approve the minutes as corrected. With no further discussion,
     all voting members in attendance voted in the affirmative. There were no nay votes.
     Minutes approved.

5. **ACTION ITEMS**
   - None

6. **DISCUSSION**
   a. DEC Membership – as a follow-up to the discussion from last meeting, Rick sent out a
   spreadsheet. Two charts are listed, one that was changes made to DEC membership
   approved by the Senate (on December 4, 2008) and one that is acknowledged by CCC (G.
   Kastner stated most correct). The Technical Trainer position (Greg) and the System
   Administrator position (Mike) are not on the Senate's membership list. On the second chart,

Greg Krynen was listed as a standing member and Mike Wilmes is not listed. The question now posed to the committee is the official standing of Mike Wilmes and Greg Krynen. Should the committee recognize them as voting members or just as resource at each meeting? Shirlene Thatch did interject that Joseph West will possibly be taking the IMC position that is vacant at this time. Mike did mention that he was a voting member before the reorganization to create the position for Ken Sawicki. Dr. Bednar stated that it would best be handled by making them ex-officio members. A motion was made by Dr. Bednar to move this issue to an action item for next meeting to resolve the membership list and forward it onto Senate for approval. A second was received.

b. ACTT Members – Rick passed out to the members a list of faculty who have accepted the position of being on the Academic Computing and Technology Team. We still have a few who are questionable and a request from Dr. Bednar to be removed. We do have the addition of Melanie Parker who will represent Child and Family Education. Once finalized, Rick will get with Connie to decide on a meeting time.

c. Drop Policy for Online Courses (Beverly Beyer) – Beverly brought up the issue that we do not have a stated online drop policy in the catalog. She had even checked other college sites and found very few who did. She queried other faculty who were in attendance about their individual handling of this issue. Most felt that if they did not have a student logging in regularly, not doing the first assignment or not participating in discussion boards, that they would be considered for a drop. Beverly will write up a statement (specifically highlighting active participation) and present it to the committee at the next meeting. There was a question about making it the same as or parallel to the current drop policy for regular classes. It must be somewhat different in that a student in a regular class can be sitting there but still not doing the work. A student in an online class has specific tasks to complete each day/week so that is why is must be slightly different. It will be placed on the next meeting's agenda as an action item. Greg will help her send out an e-mail to the specific Blackboard and online teachers to get a consensus and be able to come to a final conclusion for this statement. Once this is approved by DEC, the statement will be recommended to AP&P and the Academic Senate.

7. **REPORTS** –

a. **Overview of new Blackboard Version (Greg Krynen) –** Greg reported to the members that Blackboard is up and running fine with no problems. He brought it up on the computer screen to show the members the various features and how to use them. He mentioned that an e-mail had been sent out last week informing all faculty that it is available. Dr. Bednar volunteered to come forth and show the members the Political Science 101 class that she has downloaded into the new system. She did find a few problems in that it did not bring forth the students' work nor Banner. From viewing the class that Dr. Bednar had on the screen, she and Greg were able to show further details of what you can do with the program. Greg also mentioned that there is many drag and drop arrows that are beneficial to moving about the program. It was mentioned that it would be best to archive your class on your desktop and then import it into the new Blackboard. He did make mention that once you move your class to the new system, it is no longer on Blackboard 7. Rick and Greg will be working on a video that will show the process through Blackboard 9 for training purposes.

b. **Podcasting Workgroup** - Shirlene handed out to members the Podcast Guide and Procedure (draft) that had been developed at their last meeting in June. She requests that all members read through and review for the next meeting. The workgroup plans to continue on with the plan and policy.

c. **Orientation Workgroup** – Dr. Bednar felt that orientation to Blackboard 9 is two pronged – one to faculty and one to students. She felt it would be a good idea to make the video that Greg proposes and post it to the AVC website, with one being geared toward the student. A question also came up about the issue is an AVC student "ready to be an online student"? Dr. O'Neil will forward the e-mail link to Long Beach which has a very good orientation site. We want one that is not solely geared toward the goal of student orientation of gaining admission to the college. We want one that

also speaks to the student who may have doubts about being an online student. Greg also made comment that he feels the AVC website it too mishy-mashy in regard to faculty and student links. He would like to reconfigure it but Connie reminded the group that you must still remain within the policies that are in place.

d. **Accessibility Workgroup** – Ken has been checking out different aspects of the AVC system and is now capable of receiving links.

8. **OTHER**
   - The next meeting will be October 27 and will be held in Room BE245.
   - A shut down of Blackboard will occur on October 23 from 11:00 PM to 3:00 AM. A discussion ensued about which shut downs should be announced. If it is for 1-2 hours, there will be no notice. If it is for 3-4 hours or more, a notice will be posted on Blackboard. And it should be announced in Pacific time not Eastern time. Mike Wilmes is the responsible person to handle this.
   - Second Life – Dr. Parnell requested that we need to make a sub-committee because we know have access to two islands (Ventura Community College and Santa Barbara Community College).

9. **ADJOURNMENT**
   A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:40 PM. Motion carried.

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Approved: October 27, 2009 DEC Meeting