ANTELOPE VALLEY COLLEGE

Distance Education and Technology Committee Agenda	**Tuesday, October 27, 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
Ken Sawicki, ITS Alternative Media Specialist
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 C Parnell	
III.	Open Comments from the Public		
IV.	Discussion Items	Dr. Parnell, R Shaw P Jehlicka, J Toth P Jehlicka P Jahlicka	a. OEI (7) Modules – Availability to Students b. Categories for Online Classes (Blended) c. DETC Policy & Guidebooks – Other Colleges d. Goals & Assignments
V.	Action Items	P Jehlicka, J Toth C Parnell C Parnell P Jehlicka, C Parnell	a. Categories for Online Classes (Blended) b. OEI Student Readiness Modules Recommendation c. Single Use LMS Policy Recommendation d. Goals & Task Groups
VI.	Adjournment		
	NEXT MEETING: November 10, 2015		

Distance Education and Technology Committee Minutes	Tuesday, October 27, 2015 3:00 p.m. – 4:00 p.m. L-201

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

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

MEMBERS ABSENT
Dr. Bonnie Suderman
Ken Sawicki, ITS Alternative Media Specialist
Mike Wilmes, Blackboard Administrator

GUESTS PRESENT
Heidi Preschler
A motion was made and seconded to amend the agenda to add Item IVa. Upgrade of Luminous Portal. Motion carried unanimously.

Items	Person	Action
I. Approval of Minutes	All	a. October 13, 2015 DETC Meeting A motion was made and seconded to approve minutes of the October 13, 2015 Meeting. Motion carried with one (1) correction.
II. Opening Comments from the Co-Chairs	P Jehlicka	a. Perry Jehlicka noted the heavy agenda with a #1 goal to put the DETC policies and guidelines together by the end of the fall semester or the first of spring.

Approved: November 10, 2015 Distance Education & Technology Committee Meeting

III.	Open Comments from the Public	Heidi Preschler	a. Heidi Preschler reported a pressing need for an online synchronous course.
IV.	Discussion Items	Rick Shaw	a. Upgrade of Luminous Portal Rick Shaw led discussion regarding the platform for course study, with the current platform ending December 21, 2015. Luminous has changed architecture; accessing and using the program is dramatically different. Course Studio is now called SITES. Options for platforms include AVC online, Blackboard or SITES; all will require a training cycle for faculty to make online materials available for student access. Rick led discussion in hopes to consolidate platforms. The Blackboard contract ends in 2017, which could necessitate training again. Consensus was to use Blackboard, with AVCOnline as an alternate. Rick will communicate the change to faculty.
		Dr. Parnell, R Shaw	b. OEI (7) Modules – Availability to Students Item Tabled.
		J Toth, S Lee	c. Categories for Online Classes (Blended) Dr. Lee led discussion regarding adding a third category for online courses. Current types are **hybrid** and **online**. Guest Heidi Preschler noted physical presence on campus is required for hybrid or blended courses, and identified the need for online synchronous or asynchronous courses to accommodate students who cannot come to campus. It was suggested **web-enhanced** could suffice but would no longer fall under distance education; consensus was **web-enhanced** is not considered online. Dr. Lee explained the rates of a meeting are not defined in AP&P, and significant discussion will determine whether the option and management of a **web-enhanced** course,

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		and whether it would be categorized under the Distance Education (DE) evaluation or the Course Outline of Record (COR) evaluation. Members agreed explanation should be included in the online orientation, within the course description, and published online. Dr. Lee will add the **web-enhanced** concept and bring back.
	P Jehlicka	d. DETC Policy & Guidebooks – Other Colleges Item tabled.
	P Jahlicka	e. Goals & Assignments Item tabled.
V. Action Items	P Jehlicka, J Toth C Parnell	a. Categories for Online Classes (Blended) Item tabled.
	C Parnell	b. OEI Student Readiness Modules Recommendation Item tabled.
	P Jehlicka, C Parnell	c. Single Use LMS Policy Recommendation Item tabled.
	P Jehlicka	d. Goals & Task Groups Item tabled.
VI. Adjournment		Adjourned at 4:00 p.m.
NEXT MEETING: November 10, 2015		

Approved: November 10, 2015 Distance Education & Technology Committee Meeting

Proposed Distance Education Course Categories
DETC - October 27, 2015

Currently there are two categories of DE courses for AVC used by the Academic Policies & Procedures committee of the Academic Senate. These are the categories and their definitions (From the 2014-2015 AP&P Standards & Practices Handbook, p. 93):

> **Hybrid Course:** a course designed to utilize some classroom-based instruction integrated with other modes of electronic instructional delivery: e.g. Internet, e-mail, video, discussion boards, multi media, etc. Hybrid courses meet both on-campus and online.

> **Online Course:** a course designed to utilize methods of instruction entirely online. (No on-campus meetings required.)

It is proposed to change to the following three categories and definitions:

> **Online:** a course designed for all instruction to take place online with no requirement for students to meet on campus at any time.

> **Hybrid:** a course designed for all instruction to take place online. Students will be required to meet on campus for orientations, exams or other non-instructional activities.

> **Blended**: a course designed for instruction to take place both online and in the classroom. Students will be required to engage in both formats concurrently.