



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
Nov. 24, 2009
3:30 p.m. – 4:30p.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 on Nov. 10
- 5) ACTION ITEMS**
 - a) None. Senate approved the membership action item at their Nov. 19 meeting.
- 6) DISCUSSION ITEMS**
 - a) Subgroups within the DEC Group (Rick)
 - b) ACTT ready to begin (Rick)
 - c) Faculty Support Center (Rick)
 - d) Blackboard usage at AVC (Rick)
 - e) Captioning available for online courses (Rick)
 - f) Second Life (Dr. Parnell)
- 7) REPORTS**
 - a) Podcasting workgroup
 - b) Orientation workgroup – Long Beach City College example <http://de.lbcc.edu/> (Tom)
 - c) Accessibility workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

November 24, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Beverly Beyer	Shirlene Thatch	
Dr. Nancy Bednar	Mike Wilmes	Dr. Mark McGovern	
John Vento		Dr. Parnell	
Youssef Ezzeddine		Greg Krynen	
Dr. Tom O'Neil		Joseph West	
Sheronda Myers		Ken Sawicki	
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 3:36 PM.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS - None

3. OPEN COMMENTS FROM THE PUBLIC – None

4. APPROVAL OF MINUTES

- Corrections of the 11/10/09 meeting minutes were listed by Connie Moise. A motion was made and seconded to approve the corrected minutes of 11-10-09. With no further discussion, the minutes were approved with one abstention.

5. ACTION ITEMS

- Rick made mention that our recommendation to add Mike Wilmes and Greg Krynen in their respective job positions to the Distance Education Committee as ex-officio members was approved by the Senate on November 19.

6. DISCUSSION

- a. **Subgroups within the DEC Group (Rick Balogh)** –Rick pointed out on the Groups website under the Distance Education Committee that we have two sub-groups, DEC group and ACTT group. Each lists the members of each with their respective e-mail addresses.
- b. **ACTT ready to begin (Rick Balogh)** – Rick went over the process of how the ACTT group will work by utilizing their subject faculty member and the corresponding ITS representative. He further explained the process of how this group will work and showed where you can start the process on the group website. Each designated faculty member will evaluate the request from the faculty who has submitted it. Each request will cc Rick Balogh, Connie Moise and the ITS rep to keep them in the loop. If the request warrants further evaluation, it will be forwarded to the respective ITS rep to see if it could be done. If

the ITS rep deems that it can, financial implications will be determined and the workload of the ITS staff needs to be evaluated. If the request is denied, Rick will then evaluate why and see if there is another way it could be done. It is suggested that the originating faculty speak with other co-workers to discuss the request. Additional thought processes are always encouraged. It was also suggested that the respective dean be kept in the loop just for informational purposes only. But the process is to not encourage a faculty member to go straight to their dean to try and solve the issue. This whole process is designed to have ITS and the faculty work as a team. We will see how this system works over the time frame until the end of spring at which time we will know what needs to be tweaked or added. Rick will send out an e-mail to the campus to inform them of the new system.

c. **Faculty Support Center (Connie Moise)** – we need to send out e-mails to the faculty informing them of the benefits of the new Faculty Support Center. A separate e-mail will be sent asking for faculty members to step forward and become mentors to other faculty.

d. **Blackboard usage at AVC (Mike Wilmes)** – Mike stated that there is no way we can determine the usage of Blackboard from our end of the system. He would need to contact Blackboard Support to see how many active shells we have but this will not tell us who is using the system, just what courses are involved in those shells. It was felt that learning this information would create data that would go into the accreditation report and that is most important, especially to highlight the needs of IT and to justify budgets. He will get the information as soon as possible but the system usually shuts down at the end of the semester. Hopefully, he can report at the next meeting with some thoughts on this.

e. **Captioning available for online courses (Rick Balogh)** – Rick had received some information about captioning for online courses. Connie relayed that ITS is already doing this and working particularly with the DSS Office. This is a free service so it is of great benefit to our challenged students.

f. **Second Life (Rick Balogh)** – Connie mentioned that ITS is in the process of receiving requests for room IT requirements for the next semester. Of particular interest is the fact that a request has been received from the Business Division to install Second Life in certain labs on the third floor. Right now, it may only be in teacher units though.

g. **California Virtual Campus (added to agenda) (Rick Balogh)** – Rick has received an e-mail in regard to California Virtual Campus. In looking it over, it appears that Antelope Valley College has very few listed courses and some have been cancelled so it is not up to date. The district coordinator for this group for AVC is Sharon Lowry so this information should be forwarded on to her for further investigation.

7. REPORTS

a. Podcasting workgroup – Youssef reported that the group is still meeting every two weeks and are working on the policy.

b. Orientation workgroup – the group felt that this was an important aspect of AVC that should be pursued as soon as possible. We need to decide if we are going to have each faculty member provide a tutorial for each class or should we have just a generic orientation. A new student wishing to come to AVC should know in advance if they can become qualified online or hybrid students and have the needed computer equipment to do the class, such as audio and video. Also, would their computers be configured to do the class and we must consider the disabled student in this equation. Someone who has never encountered Blackboard before must have some kind of tutorial before they start the class or they will be lost.

Dr. O'Neil made mention that the Long Beach City website is copyrighted but he felt that there are others out there that we could utilize. We need to establish a timeline, possibly by next fall, and have someone research this and duplicate one for AVC. It was suggested that we ask Stephen Burns, Webmaster, if this was possible and if we could get his assistance. Steve Standerfer would also be included in the project. Both would be invited to the December 8 meeting to have further discussions.

c. Accessibility workgroup – none

8. OTHER -

- Dr. Bednar brought up the issue of lighting in classrooms. We need to have them situated so they are in the proper position so computer screens can be viewed. Dr. O'Neil suggested that she send him an e-mail which he will take to the next Dean's meeting.
- It was reminded to the members that the campus will have a shutdown over the holiday break but online services and the Blackboard upgrade will still be available.
- The product environment for BB9 will be available on December 26 but it would be best to wait until the 28th to go from test to production mode to make sure it is working properly. An e-mail will be sent by the Technical Trainer to all faculty to archive their files to their desktop or another file. He has all the instructions to help faculty.
- Mike Wilmes brought up the issue that we must tell Blackboard what courses we plan to archive to bring us back into our quota. The question came up as to what timeframe we should keep information current so there is access to grades, for instance, in case of a dispute. Also, some courses we have are taught on an every-other-year basis. We must keep in mind, though, that this is an archive, not a delete. Then this brings up the question of how long we wish to keep things in archive and what does archive actually mean in the Blackboard environment. Since we keep creating more shells as we go along, we have to keep a handle on what should remain active and what should be archived. Connie made mention that in talks over a year ago, that we would go with keeping things for one year. Mike will research this with Blackboard and come back to the next meeting with what he finds out.
- Mike also brought up the issue of Windows 7. Everyone feels that they should upgrade to the new system and the college is working toward 2011 to get this done. The question remains, though, that the campus has software in a number of locations that would not work on Windows 7 so this needs to be addressed. Dr. O'Neil will take this issue to the Dean's meeting and the VPs to inform them that we have software that is getting out of date and needs to be updated. But we do have software in the Tech Ed Department that will not work on Windows 7 and there is no substitute.

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