



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**

**November 8, 2011
3:00 p.m. to 4:00 p.m.
A 140**

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. October 25, 2011 (attachment)
- 5) ACTION ITEMS**

None
- 6) DISCUSSION ITEMS**
 - a. Course Management System (attachment)
 - b. 2011 – 2012 DETC Goals (attachment)
- 7) REPORTS**
 - a. Podcasting workgroup
 - b. Accessibility workgroup [FYI the current accessibility guidelines for distance education can be found at lpc1.clpccd.cc.ca.us/lpc/blackboard/de_access_guidelines2011.pdf
 - c. Online Orientation workgroup [SORT is online at <http://www.avc.edu/onlineorientation/sort/>
- 8) OTHER**
 - Future DETC Meetings: Last meeting for the fall 2011 semester - November 22, 2011
- 9) ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
November 8, 2011

1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the November 8, 2011 DETC meeting to order at 3:10 p.m.

2. OPEN COMMENTS FROM THE CHAIR

None

3. OPEN COMMENTS FROM THE PUBLIC

Dr. Tom O'Neil stated in efforts to address the DE and IT budgetary needs on campus, the District should consider hiring a grant writer for Title III grant funds. The funds could be used to change the infrastructure of the campus to better facilitate technological services and online learning.

4. APPROVAL OF MINUTES

a. October 25, 2011 (attachment)

A motion was made and seconded to approve the October 25, 2011 Distance Education and Technology Committee meeting minutes. Motion carried with three abstentions.

5. ACTION ITEMS

None

6. DISCUSSION ITEMS

a. Course Management System (attachment)

Mr. Rick Balogh reported he received the cost estimates for renewing the Course Management System (CMS) contract for Blackboard which is provided as an attachment. The renewal fees for the next three years would increase an estimated 3% annually from 136K to 145K. During these fiscally uncertain times the committee should be mindful of costs when deciding which CMS to use on campus. If the committee determines a Blackboard has inherit problems that have become more pronounced but ultimately the committee should decide on a CMS that will provide the most reliable and capable system to host online courses and course information.

A representative from Moodlerooms provided an overview of the CMS. The estimated cost to include Moodlerooms as the District CMS is \$80k annually with no annual increases if the District agrees to sign a five year contract. It will be beneficial for the committee to advocate that any cost reduction seen with changing CMS be utilized to try to establish a line item budget to promote DE needs and make the DE process easier in terms of Information System management, technical upgrades, software needs or possibly hiring personnel. Mr. Balogh stated he requested all participants of the Moodleroom presentation provide feedback on the presentation. He only received positive comments from respondents. Dr. Ed Beyer, a Computer Information Systems discipline faculty and former DETC Faculty Co-Chair, stated the CMS has more bells and whistles available for faculty to incorporate in course shells. A Moodleroom course shell has been established for Distance Education (DE) Faculty to use as a test site. Mr. Balogh indicated he would send out the email link to all DE faculty to begin the testing process. In addition, he is currently trying to coordinate a hands-on training opportunity for Friday, December 9, 2011 from 8:00 a.m. to 3:00 p.m. When the actual date/time is coordinated an email announcement will be forwarded to all DE Faculty so they can make plans to stop by anytime during the established timeframe to import course shells and continue to test the CMS. Faculty attending this session will have an opportunity to ask questions of the Moodleroom training present.

Mr. Balogh reported L.A. Trade Technical College has decided to move from Remote Learner (CMS) to E-Tudes because there is a maximum capacity on how many faculty and students can log into the server at the same time. The Remote Learner CMS has a small server pipeline thus reducing the capacity of users and backlogging the system. This CMS seems to be used more effectively in the corporate realm as a training tool. In addition, Mr. Balogh stated his research has unveiled a problem with E-Tudes and SCT Banner compatibility which can be problematic. Mt. Sac determined this incompatibility issue was significant enough to opt not to incorporate E-Tudes as their District CMS. He has been informed that E-Tudes has a steep learning curve but is a more intuitive CMS. Ultimately, any new CMS will require faculty to unlearn the previous CMS and include a learning curve for all faculty involved. Mr. Balogh indicated he will continue to research E-Tudes as a potential CMS for AVC but will need to understand exactly the compatibility issues with Banner. He is currently trying to coordinate a hands-on training opportunity for Friday, December 16, 2011 from 8:00 a.m. to 3:00 p.m. When the actual date/time is coordinated an email announcement will be forwarded to all DE Faculty so they can make plans to stop by anytime during the established timeframe to import course shells and continue to test the CMS. Faculty attending this session will have an opportunity to ask questions of the E-Tudes training staff present. He realizes the training date for E-Tudes is after the semester ends, but a decision regarding a CMS is needed no later than January 2012. If the committee decides on an alternate CMS it would allow some time to get the system up and running hopefully during the spring semester to run concurrently with Blackboard. This will enable faculty some time to prepare for the transition and be completely functional beginning fall 2012 semester. The committee is operating on a short timeline but it can be completed. Mr. Charles Hood suggested coordinating the hands-on training opportunity on the same date, Friday, December 9, 2011. Coordinating the training on the same date would allow faculty to run tests in each platform on the same day and provide an opportunity to compare and contrast both systems. He stated most faculty leave for winter break vacations shortly after the semester ends and wouldn't want to miss the opportunity to test each CMS. Mr. Balogh indicated he would work on coordinating simultaneous hands-on training opportunities for Moodlerooms and E-Tudes for Friday, December 9, 2011 from 8:00 a.m. to 3:00 p.m.

b. 2011 – 2012 DETC Goals (attachment)

Dr. Charlotte Forte-Parnell distributed a draft of the redefined 2011 – 2012 DETC Goals. She indicated the goals have been categorized and redefined from the last DETC meeting. Additional fields were included in the revised goals to incorporate timeline information and how each goal would be measured. She requested committee members review the draft and begin chronologically reviewing each category for discussion.

CMS – committee members reviewed the drafted goal, timeline, and assessment measure. Dr. Tom O'Neil stated the timeline established is unrealistic. The District and the committee should not be in a CMS review process annually but should decide to commit to a CMS for a minimum of a 4 – 5 year time period. This item should be designated as a task for the committee this year. In addition, if an assessment were to be performed on this task it should be primarily measured by the faculty using the system. Committee members were in consensus to make this drafted goal into a task as well as deciding to stay with any CMS for a 3 – 5 year period of time.

Training – committee members reviewed the drafted goal, timeline, and assessment measure. Mr. Charles Hood stated training opportunities are necessary for online pedagogy, his concern with this drafted goal is it may be infringing on the Faculty Professional Development purpose. Training is necessary although the wording should possibly reflect the DETC would work to propose training opportunities through the Faculty Professional Development Program. Dr. Nancy Bednar stated several community colleges require an online pedagogy course must be taken prior to a faculty being scheduled to teach any online courses at the college. It is important for faculty to understand the differences of online pedagogy and have the proper training. It is possible for the committee and other DE Faculty to collaborate on training opportunities for faculty interested in teaching online. Dr. Bednar stated the committee could not mandate any online pedagogy training as this would have to be negotiated by the Union and included in the contract language. The concept is great but there could possibly be compensation issues involved as well. Dr. Parnell indicated there is a goal that could be established but the language would have to be revised. Committee members were requested to consider

alternate language to include in this category as a goal for further discussion at a future DETC meeting. All feedback on language can be forwarded to Mr. Balogh and/or Dr. Parnell.

Course Evaluation – committee members reviewed the drafted goal, timeline, and assessment measure. Dr. Scott Lee stated he already performs this function as the AP&P Liaison Representative for the DETC but would like to see a formalized rubric established by the committee. Dr. Parnell indicated this drafted goal is more suited as a task.

Compliance - committee members reviewed the drafted goal, timeline, and assessment measure. Mr. Charles Hood expressed his concern with the language of this established goal. He indicated it is difficult for DE Faculty to authenticate students in online courses and is not sure that DE Faculty are performing this task for online courses. Mr. Balogh reported there is software available to incorporate for DE Courses. This is a federal mandate for online courses and faculty need to ensure the student registered for the course is actually the student submitting coursework or taking tests.

Classroom Technology - committee members reviewed the drafted goal, timeline, and assessment measure. Committee members engaged in discussion regarding classroom technology and the standardization of classroom technology. These two categories could be combined although after reviewing the drafted goal it was determined the drafted goal is the responsibility of the IT Committee, not the DETC. The DETC could suggest this as a goal for the IT committee.

Mr. Balogh indicated the committee would have to defer any further discussion on the drafted DETC goals to the next meeting due to time constraints. He encouraged committee members to submit any feedback on language revision or alternate goals to be emailed for review and discussion at the next DETC meeting.

7. REPORTS

a. Podcasting Workgroup

No information to report.

b. Accessibility Workgroup (FYI – the accessibility guidelines for DETC can be found at lpc1.clpccd.cc.ca.us/lpc/blckboard/de_access_guidelines2011.pdf)

c. Online Orientation Workgroup (SORT is online at <http://www.avc.edu/onlineorientation/sort/>)

8. OTHER

a. Future DETC Meeting dates for fall 2011: November 22, 2011

9. ADJOURNMENT

A motion was made and seconded to adjourn the November 8, 2011 Distance Education and Technology Committee meeting at 4:05 p.m. Motion carried.

MEMBERS PRESENT			ABSENT MEMBERS
Rick Balogh	Priscilla Jenison	Ken Sawicki	Bonny Curry
Dr. Nancy Bednar	Greg Krynen	Joseph West	Calvin Madlock
Walter Briggs III	Dr. Scott Lee		Mike Wilmes
Dr. Charlotte Forte-Parnell	Dr. Tom O’Neil	GUEST PRESENT	<i>Vacant Classified Union Representative</i>
Charles Hood	Ken Shafer	Sandra Govin	<i>Vacant ASO Representative</i>

Antelope Valley College		Renewal Paid in 2011	2011 Standard Price	7/1/12-6/30/13 (3%)	7/1/13-6/30/14 (3%)
Code	Description				
AS-ASPAD5T-06	HST ADDL STORAGE 100GB	\$10,609.00	\$17,500	\$10,927	\$11,255
AS-ASPLS-HENA06	HOSTING CD HENA < 8K	\$51,990.47	\$62,700	\$53,550	\$55,157
AS-LS-HENA03	COURSE DELIV HENA 4-8K	\$52,671.56	\$63,600	\$54,252	\$55,879
AS-ICMINTASP	DATA INTEGRATION ICM -MH	\$5,805.00	\$7,400	\$5,979	\$6,159
AS-ICMLDAPASP	LDAP AUTHENTICATION ICM -MH	\$2,210.00	\$2,210	\$2,276	\$2,345
AS-ASPTST	HOSTING TEST	\$13,390.00	\$15,000	\$13,792	\$14,205
TOTAL		\$136,676.03	\$168,410	\$148,776	\$145,888

Perhaps this info could be included with the agenda announcement. Thank you. Rick

DETC COMMITTEE MEETING – November 8, 2011
Discussion Item “b” – 2011-2012 DETC Goals

CMS

1. Research and recommend the most appropriate course management system (CMS) for AVC.

Timeline: begin the process 1 year before current CMS contract expires, scheduling vendor presentations and faculty input prior to a final decision

Measured by: faculty interest as measured by attendance at the presentations and dialogue between DETC and faculty

Training

2. Provide and encourage faculty training in online pedagogy, student retention and CMS operation.

Timeline: Develop pedagogy for online instruction, and student retention best practices.

CMS training is currently provided by the technical trainer.

Measured by: completion of a course and demonstrated application of the principles in an online course taught by faculty.

Course evaluation

3. Evaluate all new and revised online and hybrid courses that are awaiting approval by AP&P

Timeline: Currently in practice using CurricUNET. Rubric needs to be developed.

Measured by: Approval of the course by AP&P with recommended changes made by the author.

Compliance

4. Ensure compliance mandated by government agencies with regard to student authentication, accessibility compliance and data collection for distance education.

Timeline: develop statements of current practice and amend practice as needed

Measured by: satisfaction of government agencies with our practices

Classroom technology

5. Develop a list of technology dependent tasks that every classroom should be able to provide for instruction and draft a college-wide standard procedure for instructors to follow when performing those tasks.

Timeline:

Measured by:

Budget

6. Detail the financial needs of the DETC and recommend an appropriate and sustainable budget for speakers, professional development, software purchase or lease and membership in professional organizations.

Timeline:

Measured by:

Evaluate our effectiveness

7. Assess the effectiveness of the DETC and technology readiness as a whole through the administration of an annual survey to students and faculty.

Timeline:

Measured by: results of survey

Podcasting

8. Approve podcasting guidelines and practices.

Timeline: currently in workgroup status

Measured by:

Update SORT

9. Revise the Student Online Readiness Tool (SORT) to be more comprehensive and current.

Timeline: currently in workgroup status

Measured by:

Hardware standardization

10. Develop criteria for the standardization of audiovisual hardware purchased by AVC to streamline the task of scheduled maintenance by IMC staff and to provide uniformity of operation from classroom to classroom.

Timeline:

Measured by: