Antelope Valley College

Distance Education and Technology Committee Revised Agenda	Tuesday, September 12, 2017 L-201 3:00 p.m. - 4:00 p.m.

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
VACANCY , Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn Faculty Member
Dr. Ed Beyer, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Rick Shaw, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator
Darnell White, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Opening Comments from Co-chairs	Perry Jehlicka	
III. Open Comments from the Public		
IV. Approval of Minutes	All	A. May 23, 2017 Meeting (attachment)

V. Discussion Items	Perry Jehlicka
	
	Dr. Ed Beyer
	Dr. Scott Lee
	Kathy Osburn
		A. Institutional Designer
		   Goals
		   Mentorship
		B. Emailing Multiple Classes
		C. Distance Education Negotiated Items
		D. Hybrid Course Listings
		   Emailing Multiple Classes

VI. Action Items		
VII. Adjournment		
NEXT MEETING: 9/26/17		

Distance Education and Technology Committee Minutes

Type of Meeting: Regular		
Please Review/Bring: Agenda Packet		

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Cathy Hart, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative - ABSENT
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member - ABSENT
Mary Rose Toll, Faculty Member
Kathy Osburn Faculty Member
Dr. Ed Beyer, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative - ABSENT
Rick Shaw, ITS Management Member - ABSENT
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator - ABSENT
Darnell White, IMC Representative - ABSENT

Items	Person	Action
I. Call to Order	Perry Jehlicka	The Distance Education & Technology Committee meeting of September 12,2017 was called to order at 3:04 p.m. by Perry Jehlicka, Co-chair.
II. Approval of Meeting Agenda	Perry Jehlicka	*A motion was made and seconded to approve the meeting agenda. Motion carried unanimously.*
III. Opening Comments from Co-chairs	Perry Jehlicka Cathy Hart	• Perry welcomed everyone and led introductions. • Perry attended an online convention in Anaheim this summer. One in three students at community colleges take Distance Education courses; the number is expected to grow to one in every two students. He encouraged members to attend an online conference next year, as Staff Development funds allocate $1,500 per faculty member for conferences. • Dean Hart attended the Online Education Initiative (OEI) Consortium meeting on Friday in Sacramento. AB 637, the senate bill that sets up the online course exchange passed both houses and is on way to the Governor's office.
IV. Open Comments from the Public		• Dr. O'Neil reported AVC received a grant from *RAMP Up,* which will provide equipment for the *Interactive Classroom* in the Career Tech Ed building. The class is connected to three classrooms in the high school district, the Palmdale Aerospace Academy and Rosamond High School. An additional *Interactive*

		Classroom will be located on the Palmdale campus. Faculty in those classrooms will need to learn the technology. This would be an option to teach an overload class. A class with low enrollment could enroll students from the other high school sites. Dean Hart noted the opportunity to bring courses into the prisons that also have Interactive Television (ITV) capability.
V. Approval of Minutes	All	A. May 23, 2017 Meeting (attachment) *A motion was made and seconded to approve minutes of May 23, 2017 DETC meeting.* *Motion carried with one (1) abstention.*
VI. Discussion Items	Perry Jehlicka	• Instructional Designer AVC is the only member of the OEI that does not have an Instructional Designer. Membership with OEI has saved the district significant costs, namely in the replacement of Blackboard with Canvas (free through 2019). The OEI Consortium and the Chancellor's office advocate the savings be reinvested in Distance Education. In meeting with administrators and Dr. Ed Beyer this summer, Perry has been authorized to create a project-based position for an Instructional Designer for DETC. President Knudson authorized the position for a two-year period. Courses sent to the OEI undergo peer reviews. It is expected the review process will become localized and when that happens the Instructional Designer should already be in place. Once approved, Dr. Beyer has agreed to serve as the DETC Instructional Designer. Perry will notify Dr. Suderman DETC will move forward with the position, and will present the formal request to the Academic Senate for approval. **Instructional Designer Responsibilities** **In collaboration with the DETC, design and develop Canvas LMS learning activities for faculty, evaluation processes for online courses, and course design standards that support student success and retention. The goal is to facilitate faculty in acquiring knowledge, skills, and competencies in distance education, and to establish and maintain a baseline quality standard for all online courses.** ❖ **Create engaging learning activities and compelling course content that enhances student success and retention** ❖ **Work with subject matter experts and identify training needs** ❖ **Provide exercises and activities that enhance the learning process for faculty, and by extension students** ❖ **Create supporting material/media (audio, video, simulations, role plays, games etc)** ❖ **Teach a minimum of one online course each semester** ❖ **Serve as a standing member of the DETC** • Goals 1. Training for students – Student Orientation As an open access school it is not legal in California to mandate training in order to take an online class. Those courses would

		not be funded. Perry suggested various training resources, including the OEI series of videos he has incorporated in the first week of class. 2. Create rubric - Course Rubric AVC does not have a standard for how a class should be built - look at OEI rubric. 3. Contract - Faculty Skill Development Distance Education training is mentioned in the contract but is not defined. An accessibility class is needed. Intro to Canvas resources are available. DETC will consider semester-to-semester goals. Dr. Beyer will draft the goals for action at the September 26, 2017 meeting.
	Dr. Ed Beyer	• Mentorship Perry, Dr. Beyer, Mary Rose and Greg Krynen reported positive feedback for the Canvas training offered during summer. Student Equity, Dr. Suderman and President Knudson are supportive of continued Canvas training. It was suggested training be offered by division/department. Perry, Dr. Beyer and Mary Rose will create a schedule for the 15 hours of Canvas training approved for the fall semester. B. Mass Emailing Classes In the move to myAVC, the capability to mass email was removed. The myAVC group function defaults to personal email. Greg Krynen explained it as a browser issue and referred members to the instruction sheet on how to set up a web browser. He reminded members to use Google Chrome, signed in under the AVC account.
	Dr. Scott Lee	****************NO QUORUM*****************
	Kathy Osburn	C. Distance Education Negotiated Items *Item tabled until September 26, 2017 meeting*. D. Emailing Multiple Classes Hybrid Course Listings Students are enrolling in online classes, not realizing the course is hybrid and requiring on-campus attendance. Because the mass email capability is no longer available, there is no way to make students aware until two weeks before class begins. The issue is devastating to student's schedules and creates havoc for their financial aid. Previously, faculty could send group email to notify students one month before the semester. Members agreed the online options need clear definition in the schedule: • Blended • Hybrid • Online Greg Krynen suggested *Hybrid* be added to Banner to differentiate the online options. Perry will address the issue at the upcoming IT Committee meeting. Dr. Lee will address at AP&P.

Approved: Distance Education & Technology Committee Meeting of September 26, 2017

VII. Action Items		
VIII. Adjournment		The DETC meeting of September 12, 2017 was adjourned at 4:16 p.m. without quorum, by Perry Jehlicka, DETC Co-chair.
NEXT MEETING: 9/26/17		

Approved: Distance Education & Technology Committee Meeting of September 26, 2017