ANTELOPE VALLEY COLLEGE

| Distance Education and Technology Committee Agenda | Tuesday, April 9, 2024 3:00 p.m.- 4:00 p.m., L 201 |
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**Type of Meeting**: Regular
**Please Review/Bring**: Agenda Packet

James Dorn, Faculty Co-chair
Greg Bormann, VPAA Designee
Nate Dillon – ADMIN Council
Alex Parisky, ITS Management
VACANT, ITS Alternative Media Specialist
Mike Wilmes, Learning Management Media Specialist (Ex-Officio)
Greg Krynen, IMC Representative
Gabrielle Poorman, AP&P (Proxy – Balbir Arora)
John Toth, Faculty Union
Sheri Langaman, Classified Union
Rae Agahari, Arts & Humanities
Jim Bowen, Career Tech Ed
Walter Briggs III, Counseling
Mary Jacobs, Health & Safety Sciences
Barry Green, Kinesiology & Athletics
Debbie Sanchez, Library
Kenan Shahla, Math, Science & Engineering
VACANT, Language & Communication Arts
Kimberly Barker, Social & Behavioral Sciences
Jane Bowers, Faculty At-Large
Kathy Osburn, Faculty At-Large
Luis Lara, Adjunct Faculty Rep
Alan Filion, ASO Representative

| | Items | Action |
|---|---|---|
| I. | Call to Order | |
| II. | Approval of Agenda | A. |
| III. | Opening Comments from Co-chairs | A. |
| IV. | Open Comments from the Public | A. |
| V. | Approval of Minutes | A. March 26th Minutes |
| VI. | Discussion Items | A. POCR Updates<br>B. Online Course Accessibility (continue discussion)<br>C. Regular and Substantive Interaction (continue discussion)<br>D. 50% Rule (continue discussion)<br>E. Proctor Form |
| VII. | Action Items | A. |
| VIII. | Adjournment | |
| **NEXT MEETING:** 4/23 | | Spring Meeting Dates: 1/9, 1/23, 2/13, 2/27, 3/12, 3/26, 4/9, 4/23 |

| Distance Education and Technology Committee Minutes | Tuesday, March 26, 2024 3:00 p.m.- 4:00 p.m., L 201 |
|---|---|

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

James Dorn, Faculty Co-chair
Greg Bormann, VPAA Designee
Nate Dillon – ADMIN Council - *ABSENT*
Alex Parisky, ITS Management
VACANT, ITS Alternative Media Specialist
Mike Wilmes, Learning Management Media Specialist (Ex-Officio) - *ABSENT*
Greg Krynen, IMC Representative
Gabrielle Poorman, AP&P
John Toth, Faculty Union
Sheri Langaman, Classified Union
Rae Agahari, Arts & Humanities - *ABSENT*
Jim Bowen, Career Tech Ed
Walter Briggs III, Counseling
Mary Jacobs, Health & Safety Sciences
Barry Green, Kinesiology & Athletics
Debbie Sanchez, Library
Kenan Shahla, Math, Science & Engineering - *ABSENT*
VACANT, Language & Communication Arts
Kimberly Barker, Social & Behavioral Sciences
Jane Bowers, Faculty At-Large
Kathy Osburn, Faculty At-Large - *ABSENT*
Luis Lara, Adjunct Faculty Rep - *ABSENT*
Alan Filion, ASO Representative - *ABSENT*

| | Items | Action |
|---|---|---|
| I. | Call to Order | 3:06 pm |
| II. | Approval of Agenda | A. Approved, unanimous (with changes) |
| III. | Opening Comments from Co-chairs | A. None |
| IV. | Open Comments from the Public | A. When faculty need to recertify can it be done with an outside source, or does it have to be done at AVC? This will be answered once a list of approved training sources is generated and approved. Many colleges handle this differently. |
| V. | Approval of Minutes | A. February 27th Minutes – Approved, 1 abstention. B. March 12th Minutes – Approved, 2 abstentions. |
| VI. | Discussion Items | A. POCR Updates – None at this time. B. Proctor Form – Due to some changing regulations, which include changes to pre-requisite requirements, calculus might now need to be taught online, and that would need a proctor. AVC would need an OPA (online proctored assessment) format/type of class to accommodate this. A proctor form needs to be created so that this modality can be used effectively. If AVC had a DE office, they would oversee that. But we don't yet have one in place, so it falls to this committee to review and recommend. Some examples of proctor forms |

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| | have been uploaded to the shared DETC folder.  Committee members were asked to review and give feedback at the next meeting. |
| | C. Online Course Accessibility (continued discussion) – Some notes have been added.  The proposal draft is just a starting point to help committee members and was written by an AI program.  This document will eventually be sent to the Senate for approval as this committee's official recommendation once it's been reviewed and approved by this committee.  Eventually, there will hopefully be a DE Coordinator along with 2-3 course designers.  This would be separate from POCR review for courses.  Some items may cross-over, but they would both be different processes.  POCR results and DE training information would be tracked separately.  More specific details will be decided upon by the Senate after DETC has submitted their recommendations, once these new positions are created, such as handbook specifics, deadlines, official procedures, etc.  Questions regarding how the reports would be run showing accessibility percentages, who will run them, how often, etc. will be answered later.  Right now, we just need to submit a recommendation to get this process started with some general information on how we think it should be run.  Then those other details will be finalized and agreed upon afterwards. This is not related to content; this is just about ensuring that all courses are accessible and making sure that faculty who teach online are trained/certified to do so. Committee members were asked to review these documents as well and to give feedback at the next meeting. |
| | D. Regular and Substantive Interaction (continue discussion at 4/9 meeting) |
| | E. 50% Rule (continue discussion at 4/9 meeting) |
| VII. Action Items | A. |
| VIII. Adjournment | 4:02 pm |
| **NEXT MEETING:** 4/9 | Spring Meeting Dates: 1/9, 1/23, 2/13, 2/27, 3/12, 3/26, 4/9, 4/23 |