ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
November 13, 2012
3:30 p.m. to 4:30 p.m.
BE 241

To conform to the open meeting act, the public may attend open sessions

1. **CALL TO ORDER AND ROLL CALL**

2. **OPENING COMMENTS FROM THE CHAIRS**

3. **OPENING COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. October 9, 2012 Minutes

5. **PRESENTATION (Prof. Diane Flores-Kagan)**
   a. Learning Center Online Services

6. **ACTION ITEMS**
   a. Clock Issues -- Ask Senate to Address Facilities

6. **DISCUSSION ITEMS**
   a. Cengage Learning Building block
   b. Student Complaints for Online Classes
   c. Student and Faculty Satisfaction Survey Results

7. **SUBCOMMITTEE REPORTS**
   a. BE Workstation Guide
   b. Faculty Issues -- Mentorship, Guidelines for Course Development; Rubric for Course Evaluation
   c. Accreditation and Other Legal Issues
   d. Website avconline.avc.edu and Data Collection

8. **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
November 13, 2012
3:30 p.m. to 4:30 p.m.
BE 241

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The October 25, 2012 Distance Education and Technology Committee meeting was called to order by Co-Chairs Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, at 3:33 p.m.

MEMBERS PRESENT

Dr. Nancy Bednar, Co-Chair	Charles Hood
Dr. Charlotte Forte-Parnell, Co-Chair	Dr. Scott Lee
Dr. Tom O'Neil	Ken Shafer
Ron Mummaw	John Toth
Brandon Zavala	Katherine Mergliano
Priscilla Jenison	Mike Wilmes
Dr. Scott Lee	Scott Tuss
Walter Briggs III	Charles Hood

GUESTS/EX-OFFICIO
Dan Scott, Ex-Officio
Diane Flores-Kagan
Greg Krynen

2. OPEN COMMENTS FROM THE CHAIRS

Dr. Nancy Bednar attended an Intelecom conference at West Los Angeles College recently, involving development of software to help students determine their status when entering community colleges – working with existing assessment to facilitate student completion of basic skills classes. Dr. Bednar learned that 60% of students use their mobile devices (smart phones) as their primary way to access the internet. Antelope Valley College (AVC) Information Technology Services (ITS) is working to make smart phone applications available for Banner and Blackboard.

Dr. Charlotte Forte-Parnell reported a resolution to technical issues in SSV 151: Joseph West found a faulty component within the amplifier that has now been replaced. A process was initiated to check the battery in the micro recorder every sixty (60) days and replace if necessary.

3. OPEN COMMENTS FROM THE PUBLIC
None.

4. APPROVAL OF MINUTES
a. October 23, 2012 Minutes
Ron Shafer made a motion and Dr. Charlotte Forte-Parnell seconded to approve the minutes of the October 23, 2012 Distance Education and Technology meeting.
Motion carried with corrections.

5. **PRESENTATION (Prof. Diane Flores-Kagan)**
   a. Learning Center Online Services
   Professor Diane Flores-Kagan spoke to the Distance Education and Technology Committee to apprise them of online opportunities for teaching and learning. Ms. Flores-Kagan has improved the Writing Center Website by including more instructional handouts, links, and interactive exercises. She distributed several handouts to the committee, briefly explaining each service. Ms. Flores-Kagan administrates four Web-based services:

   - Webspiration Classroom - for prewriting using graphic organizers and textual outlines

   - SMARTHINKING - for submitting drafts of papers to online tutors and receiving feedback. SMARTTHINKING is only used for English classes as funding allows. This program will be used in Spring, and Ms. Flores Kagan is currently negotiating the contract for next year.
   - Turnitin - for submitting papers and peer reviewing. Dr. Nancy Bednar suggested Turnitin to integrate with Blackboard. Dr. Charlotte Forte-Parnell will discuss the possibility with Sharon Lowry.

   - Learning Express - for improving reading, writing, and math skills

6. **ACTION ITEMS**
   a. Clock Issues – Ask Senate to Address Facilities
   A motion was made by Ken Shafer and seconded by Dr. Scott Lee to ask the Academic Senate to address Facilities regarding clock issues.
   Motion carried.

7. **DISCUSSION ITEMS**
   a. Cengage Learning Building Block – Mike Wilmes
   Mr. Mike Wilmes received a call from the Blackboard representative this morning: beginning next spring, Cengage will begin using Blackboard as the primary for textbooks. *Dr. Ken Lee made a motion to move the agenda item to an action item. Ms. Priscilla Jenison seconded the motion.*
   Motion carried.

   Dr. Ken Lee made a motion to give Mike Wilmes permission to put Cengage into a building block for next spring. Cengage will install their plugin into Blackboard.
   Ms. Priscilla Jenison seconded the motion.
   Motion carried.

   b. Student Complaints for Online Classes
   Dr. Nancy Bednar addressed the need for the creation of a student complaint process. She stated Accreditation will expect a student comment form available online. Dr. Tom O'Neil explained that when students call in, a student complaint form is emailed to them. Dr. Bednar stated students do not want to communicate with a Dean in order to file a complaint. Dr. O'Neil expressed the necessity to give faculty the first opportunity to address the situation. Dr. Bednar asked members to think about it and readdress at the February 12, 2013 DETC meeting.

   Mr. Brandon Zavala suggested an e-file through adobe acrobat via Blackboard.

   c. Student and Faculty Satisfaction Survey Results
   Dr. Charlotte Forte-Parnell distributed a handout with Student and Faculty Satisfaction Survey Results. Discussion was made regarding the importance of collecting a greater response. It was agreed that an incentive could help – iTunes gift card, etc. Members suggested calling this survey a pilot, and to conduct another in spring.

Mike Wilmes suggested a pass/fail format, as opposed to web-based. Ken Shafer stated faculty and students should be informed the previous semester of the upcoming survey and requirement to participate. Dr. Ken Lee suggested a longer response time – distribute week 3, run possibly ten (10) weeks. Walter Briggs suggested multiple reminders. Dr. Tom O'Neil suggested results be distributed to the Academic Senate.

Katherine Mergliano stated Banner has the ability to create and send surveys, with links. Ms. Mergliano suggested linking the survey within the Banner frame. Brandon Zavala stated the survey needs to be shorter.

7. **SUBCOMMITTEE REPORTS**
   a. BE Workstation Guide
   None.

   b. Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation
   None.

   c. Accreditation and Other Legal Issues
   None.

   d. Website avconline.avc.edu and Data Collection
   None.

8. **ADJOURNMENT**
   Katherine Mergliano made a motion to adjourn the November 13, 2012 Distance Education and Technology Committee at 4:31 p.m. Dr. Ken Lee seconded the motion.
   Motion carried.

Approved: February 26, 2013 Distance Education & Technology Committee Meeting