Distance Education and Technology Committee Agenda

Tuesday, March 13, 2018
3:00 p.m. - 4:00 p.m.
L-201

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

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
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. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. February 27, 2018 DETC Meeting (to be provided)
B. Discussion Items	Perry Jehlicka Perry Jehlicka Dr. Ed Beyer	A. OEI Implementation Team B. Rubric C. OEI Course Tour
C. Action Items	Perry Jehlicka	A. Rubric
D. Adjournment		
NEXT MEETING: 4/10/18		

Distance Education & Technology Committee Minutes	Tuesday, March 13, 2018 3:00 p.m. - 4:00 p.m. L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet
<u>**Committee Members:**</u>
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member - ABSENT
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
Rick Shaw, ITS Management Member
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 DETC meeting of Tuesday, March 13, 2018 was called to order at 2:59 p.m. by Perry Jehlicka, Co-Chair.
II. Approval of Agenda	Perry Jehlicka	*A motion was made and seconded to approve the agenda as presented.* *Motion carried unanimously.*
III. Opening Comments from Co-chairs	Perry Jehlicka	Perry spoke to OEI regarding concern of getting courses through. He was assured it shouldn't be an issue on the OEI end, but warned could be between the dean and department chair, listed as an exchange course with five (5) seats. If the five seats are not filled, waitlisted students will fill the seats.
IV. Open Comments from the Public		• Kathy Osburn asked when *hybrid* and *blended* will be added in the schedule. Dr. Lee explained AP&P is waiting to move to eLumen as CurricUNET will not cooperate. Kathy insisted *hybrid* be added. Perry and Greg will meet with Dr. Suderman and report back. • Mary Rose Toll asked if NetTutor will be funded. Perry: with a live class - yes for next year. Funding beyond next year is not guaranteed.
V. Approval of Minutes	All	A. February 27, 2018 DETC Meeting (to be provided) *A motion was made and seconded approve the minutes of the February 27, 2018 DETC meeting.* *Motion carried with one (1) correction.*
B. Discussion Items	Perry Jehlicka	A. OEI Implementation Team • Important to have one meeting per year. Difficult to get everyone together. The team

	Perry Jehlicka	will become important as more faculty become involved. Members discussed the best timeframe for the meeting. Dr. Beyer suggested a Saturday retreat: give latest information, assign responsibilities and give updates. Possibility hold meeting prior to Opening Day and plan a tentative date for 6 months later. B. **Rubric** Dr. Beyer presented the rubric at the previous DETC meeting.
	Dr. Ed Beyer	C. **Course Tour** Dr. Beyer reviewed his master shell for his CA 221 course currently under OEI review. He highlighted key points the OEI looks for in design, and reviewed the changes made. • The Course Syllabus and Other Policies module breaks into smaller sections for easier reading. • Students do not like orphan links. • Intro and wrap-up pages are required. • OEI looks closely at headings. • Consider optional quizzes. • Someone at OEI is willing to do alt tags for faculty. • Dr. Beyer included a student support center. • There are currently 24 schools in the pilot, with 8-9 courses live. • Schools are desperate to get OEI courses.
C. Action Items	Perry Jehlicka	A. **Rubric** *A motion was made and seconded to move the Rubric forward as a recommendation for designing AVC online courses.* The rubric is a recommendation - not a requirement. The Academic Senate will vote on the call letter on Thursday. The rubric will be a guide in developing OEI courses. *Motion carried unanimously.*
D. Adjournment		The Distance Education & Technology Committee meeting of March 13, 2018 was adjourned at 3:59 p.m. by Perry Jehlicka, Co-Chair.
NEXT MEETING: 3/27/18		

AVC Online Course Rubric

Section A – Content Presentation	Good	Fair	Poor
1. Course Learning Outcomes are included and easy to access			
2. Objectives are included for each learning module			
3. Course design includes how-to directions (i.e. navigate the course, contact the professor, submit assignments, etc.)			
4. Course navigation is clear and intuitive			
5. Content is chunked into distinct learning units or modules			
6. Access to course content and resources is clear and streamlined			
7. Course includes a variety of modalities (text, audio, video, graphics)			
8. Institutional policies are included and easy to access			
9. Links to student services are included and easy to access			
Section B – Interaction	**Good**	**Fair**	**Poor**
1. Instructor contact information is included and easily available			
2. Instructor has a method or plan to initiate contact prior to or on the first day of class			
3. Instructor has a method or plan to initiate weekly announcements			
4. Clear guidelines for communication with instructor are included and easily available.			
5. Clear guidelines are provided that explain required levels of student participation			
6. Multiple communication methods are used to ensure regular and effective contact			
7. Students have a method to initiate interaction directly with the instructor			
8. Students have a method to initiate interaction directly with other students			
9. Course technology support links are included and easily accessed			
Section C – Assessment	**Good**	**Fair**	**Poor**
1. Assessments appear appropriate to the course content			
2. Multiple assessments are administered throughout the course			
3. Assessments contain clear instructions on how to complete the assessment			
4. Students have opportunities for self-assessment			
Section D – Accessibility	**Good**	**Fair**	**Poor**
1. Content pages and files consistently use heading styles			
2. Lists are created using the bullet or numbered list tool			
3. Underlines are used only to indicate active links			
4. Tables contain header cells and allow screen readers to read in correct order			
5. There is sufficient color contrast between the foreground and background			
6. Images contain alt text that is less than 120 characters			
7. Presentation slides each have a unique title			
8. Presentation graphics have alt text			
9. Videos are accurately closed captioned			
10. Live broadcasts provide means for displaying closed captions			
11. Multi-Media is not set to auto-play			
12. PDFs pass the Adobe Accessibility Check with no substantial errors			
13. Multimedia does not blink or strobe			