



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

**October 11, 2011
3:00 p.m. to 4:00 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) COMMENTS FROM THE COMMITTEE CO-CHAIRS**
- 3) OPENING COMMENTS FROM THE PUBLIC**
- 4) APPROVAL OF MINUTES**
 - a. September 27, 2011 (attachment)
- 5) ACTION ITEMS**
 - a. Limited Administrative Rights for Faculty Recommendation (attachment)
- 6) DISCUSSION ITEMS**
 - a. 2011 – 2012 DETC Goals
 - b. Course Management System Options
 - c. Observer Status or Instructor Status for Evaluators of Online Courses
- 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: October 25, 2011; November 8, 2011; and November 22, 2011
- 9) ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
October 11, 2011

1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the DETC meeting to order at 3:05 p.m.

2. OPEN COMMENTS FROM THE CHAIR

- Mr. Balogh reported there is a free remote desktop product available to assist faculty who perform work at home and need to access the information for courses. The software is called Teamviewer and is compatible to work from Macs to PCs and vice versa. Mr. Balogh indicated this is an alternate capability for faculty who perform a majority of their course work from home computers and need to access the information from a campus computer. It is simply a possible solution to some of the technology issues faculty experience with campus computers. After the meeting Mr. Balogh's was informed that Teamviewer is not considered free for college use as the college is considered a commercial enterprise. It is only free for personal, non-commercial use.
- The future of AVC Computing needs will hopefully be addressed with an Open Campus Initiative program. This initiative would allow the District to move away from purchasing computer equipment and allow faculty to purchase and use laptop equipment on and off campus.
- Dr. Tom O'Neil reported the Administrative Assistants are using the Ad Astra scheduling system to reserve rooms on campus. The campus is moving in this direction to use the software in scheduling all event[s] (i.e. Faculty Professional Development, Campus Activities) hosted on campus as the software includes a calendar feature. The committee should consider including the Ad Astra software as a future agenda item to thoroughly discuss as a group.
- A committee member suggested discussing the utilization of Skype on campus at a future DETC meeting. Skype is generally not used for commercial purposes and the committee should make efforts to research to establish if and how the software can be used on campus.

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Joseph West expressed concern regarding the Teamviewer software. He inquired if there would be any potentiality of introducing a virus from home computers to the AVC network. This issue would need to be researched before faculty begin trying to use the software.

4. APPROVAL OF MINUTES

a. September 27, 2011 (attachment)

A motion was made and seconded to approve the September 27, 2011 Distance Education and Technology Committee meeting minutes. Motion carried with two abstentions.

5. ACTION ITEMS

a. Limited Administrative Rights for Faculty Recommendation (attachment)

A motion was made and seconded to approve the Limited Administrative Rights for Faculty Recommendation. Mr. Balogh stated it is important for faculty to have access to use course content material for instructional purposes which is the emphasis of the established recommendation. Motion carried with two abstentions.

6. DISCUSSION ITEMS

a. 2011 – 2012 DETC Goals

Mr. Balogh indicated he has been working with Dr. Charlotte Forte-Parnell in drafting the 2011 – 2012 DETC Goals. He requested committee members to begin brainstorming potential goals they believe the committee should work on during the 2011 – 2012 academic year. The drafted goals established will be presented to committee members for review, discussion, and feedback at the next DETC meeting. It is at this time that all feedback on additional goals can be discussed and included.

b. Course Management System Options

At the last meeting committee members were requested to research and review the Course Management System, Moodlerooms. The sales representative will be flying to California to meet with Mt. Sac faculty regarding their transition to the new Course Management System. The sales representative suggested a demonstration be coordinated at during the time he'll be available locally.

Mr. Calvin Madlock stated it is always a good idea to evaluate software. Some of the main questions to ask when looking at software alternatives are: 1) Is the software reliable and sustainable; and 2) What are the training and implementation needs? The primary issues ITS would like to address are the implications of going from a hosted Course Management System to an Open Source Course Management System. Mr. Madlock indicated he would contact L.A. Trade Technical College to obtain any data they can share on the pros and cons of using Moodle. He will also contact other Los Angeles Community Colleges to obtain research information on Blackboard and Etudes to share with the committee at a future meeting.

Mr. Charles Hood stated he would like the opportunity to see and hear what Moodle has to offer. At the present time Blackboard is falling short of meeting faculty needs. All Course Management System will have inherent internal flaws but there is a definite need to research alternatives.

Dr. Tom O'Neil indicated when researching Course Management System alternatives committee members should research if the system includes an online orientation to facilitate an easier transition for faculty and students. In addition, committee members should keep in mind that whatever decision is made it should be done knowing the District will stay with the system for a length of time so that there is a solid transition period. It would not be wise to transition from one system at the end of each contract period.

Ms. Priscilla Jenison inquired when faculty will be informed the committee is looking into alternate Course Management Systems. Mr. Balogh stated they were informed at the fall 2011 Welcome Back Day. She indicated that in speaking with the Moodle representative she became a bit uneasy after trying to determine what would be needed to move course shells. The representative's answer was not reassuring as he stated it could be an easy transition but then again it depended on the course content and could require more work to get to function the way the faculty desired.

Dr. Nancy Bednar expressed her concern regarding changing Course Management Systems as there is going to be serious training issues due to the short period of time faculty will have to acclimate themselves to the new system. She performed online research and compared Moodlerooms to Blackboard and found some serious issues that would need to be addressed. Moodlerooms does not have a copy and paste feature available to transfer course shell content which will make the process more intensive if course content has to be rebuilt for every course section. Faculty will want to know how much time and work will be required to transfer course content from Blackboard to Moodle and have it function fairly similarly. In regards to training and alleviating some of the learning curve will faculty have access to the Technical Trainer, Mr. Greg Krynen, whose employment was reduced over the summer? It will be imperative for a smooth transition to have the availability of training sessions. Mr. Madlock responded he is not sure how the two ITS staff members were reduced with the current staff shortages in ITS. He is working on providing justification to support reinstating these two employees to 100%. If the DETC decides to transition

to another Course Management System this would provide further justification to the need to reinstate these employees to 100%.

Mr. Joseph West stated if the District decides to stay with Blackboard 9.1 we will not incur fee increases but at some point he would suspect all support for this version of Blackboard will be eliminated to force an upgrade to a more current version of Blackboard. It is likely that an upgrade to a new version of Blackboard will include a complete overhaul of the system which will also initiate a learning curve for faculty.

Mr. Balogh stated he would like to start initiating the process of actively reviewing and researching alternate Course Management Systems and would like the committee to determine if a presentation should be coordinated during the week of October 17th. Committee members were in consensus that a presentation should be scheduled during the week of October 17th. Mr. Balogh indicated he would contact the Moodle Representative and schedule a date/time for the presentation. He will provide definitive meeting date, time, and location information via email upon confirmation.

c. Observer Status or Instructor Status for Evaluators of Online Courses

Mr. Balogh stated there is a need to thoroughly discuss the specific roll that Faculty Evaluators have for evaluation of non-tenured faculty teaching online courses. The Tenure Process requires classroom observations for all non-tenured faculty. For online courses it is not an easy feat as it would be for a face to face classroom setting. The Tenure and Evaluation Process includes a means for evaluators to obtain access to online courses for faculty going through the tenure process which has caused a bit of concern. The current process is evaluators are given instructor rights to courses which would allow evaluators the potentiality to change course content and data. There are three types of access an evaluator can obtain to gain access into online courses. 1) Instructor – this designated access to view all areas of the online course shell and content (even course content that has not or is not published). In addition, this access includes the capability to modify course shell, content, and data; 2) Student – this designated access is restricted to view only what has been made active in the course shell and do not have the capability to modify anything within the course shell or data; 3) Observer – this designated access is restricted to view specific areas of the course shell and content. This access does not include modification capabilities. Mr. Balogh stated he researched the issue and spoke with the Tenure and Evaluations Coordinator who indicated the process was developed to ensure Faculty Evaluators had access to the necessary content needed for evaluation purposes. He is not sure if any recommendations to revise the current Tenure and Evaluation process would be the prevue of the DETC.

Dr. O’Neal indicated this issue should be dealt through the Academic Senate as viewing student records (grades) violates the privacy of students. Evaluators should not have access to view student records for any course outside of their own.

Mr. Mike Wilmes stated it is an appropriate discussion to have within the committee because access rights for faculty evaluators can be tailored to the exact needs for evaluators. The observer access can be customized to meet the needs for evaluators to evaluate online instructors without having access to modify course content or view student records. Currently, Blackboard log in is not built with customizations for observers but can be facilitated if needed. It would be helpful to understand specifically what areas of a course shell and content needs to be viewed for evaluation purposes.

Mr. Balogh indicated the current Tenure and Evaluation Coordinator is out for the semester so engaging in full discussion with her on the matter will have to wait until her return.

7. REPORTS

a. Podcasting Workgroup

The podcasting workgroup is currently drafting a podcasting policy. Upon finalizing the language the workgroup will forward the drafted language to the DETEC for review, input, and formal approval.

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/> Mr. Stephen Burns is posting the Online Orientation to the website. Mr. Balogh stated Mt. Sac has tailored their online orientation to individual courses which is helpful to students and might be something the committee would like to consider in the future.**

8. OTHER

a. **Future DETC Meeting dates for fall 2011: October 25, 2011; November 8, 2011; and November 22, 2011**

9. ADJOURNMENT

A motion was made and seconded to adjourn the October 11, 2011 Distance Education and Technology Committee meeting at 4:05 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rick Balogh	Dr. Scott Lee	Bonnie Curry	Ken Shafer
Vicki Beatty (proxy)	Calvin Madlock	Dr. Charlotte Forte-Parnell	<i>Vacant Classified Union Representative</i>
Dr. Nancy Bednar	Dr. Tom O’Neil	Greg Krynen	<i>Vacant ASO Representative</i>
Walter Briggs Jr.	Ken Sawicki		
Charles Hood	Joseph West		
Priscilla Jenison	Mike Wilmes		

Limited Administrative Rights for Faculty Recommendation

The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights to download to the college network any software provided by the publisher(s) of the textbook(s) used by faculty members in the teaching of their classes. Included in these rights will be the ability to download and install software which is needed to play audio and video (including YouTube videos) or is necessary to make the publisher's software accessible on the college network. Faculty members and academic support staff will be allowed to access this material from any AVC facility wherever it is needed, both in their offices and in the classrooms.