ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
October 23, 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 CHAIR**
   a. Meeting with Sharon Lowry
   - Accreditation
   - Proposition 20 Funds

   b. Committee Members Provide Proxy Names

3. **OPENING COMMENTS FROM THE PUBLIC**
   a. Mike Wilmes – Update on Blackboard Notification
   b. Brandon Zavala – Online and Blackboard Issues – Report

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

5. **ACTION ITEMS**
   a. Clock Issues – Ask Senate to Address Facilities

6. **DISCUSSION ITEMS**
   a. Technical Issues in Classrooms
      BE 2nd floor classroom issues
   b. Dr. Parnell – Update on Online Survey
   c. Dr. Parnell – Preparation of Statement in Response to E-mail from LeBarron Woodyard, Dean, CCC Chancellor's Office
   d. Status of Media/Tech Issues - SS 151 Board Room. Walter Briggs/Ken Shafer

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
October 23, 2012
MINUTES
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 3:30 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT
Scott Tuss
Joseph West
Ron Mummaw

GUESTS/EX-OFFICIO
Dan Scott, Ex-Officio

2) **COMMENTS FROM THE COMMITTEE CO-CHAIRS**

a. **Meeting with Sharon Lowry**
   - **Accreditation**
     Dr. Nancy Bednar met with Mrs. Sharon Lowry regarding website issues in relation to accreditation. The website must be updated in order to accommodate accreditation requirements by 2016. Language Arts will be developing a pilot program to design academic pages that fit with the flow of design of Antelope Valley College (AVC) websites. The program will incorporate contact information, syllabi, office hours for all faculty, as well as rubrics, awards, presentations, etc.
   - **Proposition 20 Funds**
     Dr. Charlotte Forte-Parnell stated that Proposition 20 funds cannot be used for something that requires a continuing expense.

b. **Committee Members Provide Proxy Names**
   Dr. Nancy Bednar asked members to select a proxy to represent them in meetings in their absence.

c. **Student Complaint Process**
   Dr. Charlotte Forte-Parnell suggested developing a student complaint process that is front and center for Distance Education students. Dr. Parnell recommended researching other schools, then put a procedure in place. She suggested consideration of a new work group.

Approved: November 13, 2012 Distance Education and Technology Committee Meeting

3. **OPENING COMMENTS FROM THE PUBLIC**
   a. **Mike Wilmes – Update on Blackboard Notification**
      Mike Wilmes explained that the test environment for Blackboard was misconfigured, preventing testing of notifications. Mr. Wilmes discovered the issue not to be a licensing issue as he was initially informed – therefore there will be no cost to AVC to implement the notice on the main site when testing is complete. AVC has an active trouble call open with Blackboard to get the test site repaired and move forward to test out the notice.

   b. **Brandon Zavala – Online and Blackboard Issues - Report**
      Brandon Zavala presented a handout with list of Blackboard issues reported by members of the Fall 2012 student body:

      1) User interface mired with sluggishness
         Greg Krynen suggested disabling tools
      2) Files uploaded by professors are corrupted
         Greg Krynen explained the browser is sometimes corrupted, and encouraged faculty to move toward PDFs or Rich text
      3) Files uploaded by students are never processed by the server
         A suggestion was made to send files as attachments, thereby timestamping them.
         Mr. Krynen requested time of day, course and students' name.
      4) Lack of file organization by faculty members
         Mr. Krynen is working on a technical training for the website.
      5) Internal tests within Blackboard will 'run-out the clock'
         Mr. Krynen explained that when instructing, he fully explains the different methods to lock out students. He suggesting signing out once the clock ends, or allowing for late submissions. Mr. Krynen explained that once the two-hour limit stops, the clock continues to run.
         Dr. Nancy Bednar stated she formulates all tests untimed – reminding members to allow for students with disabilities.
      6) Waste of time – mass email would be simpler
      7) Too basic – takes away from decent learning experience
         Mr. Krynen explained it comes down to teaching style that some faculty members understand and some do not. Dr. Nancy Bednar warned against transformation to a correspondence course, which the Federal government is seizing and reprimanding accordingly. Mr. Krynen stated faculty need to work on that.
         Dr. Tom O'Neil spoke regarding a student who was sent instructions four (4) minutes prior to deadline. The student missed the next two deadlines and was dropped. Dr. O'Neil stated the necessity for instructors to state clear expectations – that each student must participate in discussions, chats etc.
         Dr. Nancy Bednar addressed the need for a uniform rubric to evaluate online courses.
      8) Stability within software is needed
         Greg Krynen agreed, stating his frustration with Blackboard. Mr. Krynen addressed the need to test and warn of potential failure.

   Mr. Zavala's report will be presented to the Student Trustee and Associated Student Organization (ASO) for further review and commentary, with responses to be presented to DETC.

4. **APPROVAL OF MINUTES**
   a. **October 9, 2012**
      A motion was made by Katherine Mergliano and seconded by Dr. Charlotte Forte-Parnell to approve the minutes of the October 9, 2012 meeting.
      Motion carried with corrections.
      Ron Mummaw and Dr. Tom O'Neil abstained.

5. **ACTION ITEMS**
    a. **Clock Issues – Ask Senate to Address Facilities**
       A motion was made by Mr. Walter Briggs and seconded by Dr. Tom O'Neil, to send a Resolution to the Senate, asking facilities to synchronize all clocks campuswide. Motion carried.

6. **DISCUSSION ITEMS**
    a. **Technical Issues in Classrooms**
       Kathryn Mergliano stated that fixes for computers going to sleep in the BE building will begin Friday, November 9, 2012.
    b. **Dr. Charlotte Forte-Parnell – Update on Online Survey**
       Dr. Charlotte Forte-Parnell explained the faculty and student satisfaction survey was distributed a few weeks ago; results will be compiled and reported to DETC for discussion.
    c. **Dr. Parnell – Preparation of Statement in Response to E-mail from LeBarron Woodyard, Dean, CCC Chancellor's Office**
       Dr. Charlotte Forte-Parnell's statement will be prepared for submission once data is received from online surveys.
    d. **Status of Media/Tech Issues – SS 151 Board Room**
       Ken Shafer stated he worked with Joseph West and equipment appears to be running satisfactorily.
       Dr. Nancy Bednar reported continued issues with video system and sound. Dr. Charlotte Forte-Parnell Parnell stated she will work with Joseph West for resolution.

7. **SUBCOMMITTEE REPORTS**
    a. **BE Workstation Guide**
       Item tabled until Gmail email is rolled out.
    b. **Faculty Issues – Mentorship, Guidelines for Course Development; Rubric for Course Evaluation**
       Items will be addressed in Spring 2013.
    c. **Accreditation and Other Legal Issues**
       No report.
    d. **Website avconline.avc.edu and Data Collection**
       No report.

2) **ADJOURNMENT**
   A motion was made by Brandon Zavala and seconded by Ken Shafer to adjourn the October 23, 2012 Distance Education and Technology Committee meeting, at 4:32 p.m. Motion carried.

Approved: November 13, 2012 Distance Education and Technology Committee Meeting