



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE AGENDA  
October 27, 2009  
3:30 p.m. – Room BE 245**

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) Distance Education Committee meeting – October 13, 2009
- 5) ACTION ITEMS**
  - a) DEC Composition Recommendation
- 6) DISCUSSION ITEMS**
  - a) Drop Policy for Online Courses Update – B. Beyer
  - b) Podcast Guide and Procedure draft – S. Thatch
  - c) Second Life – C. Parnell
  - d) Faculty Support Center – C. Moise
- 7) REPORTS**
  - a) Overview of Blackboard Upgrade
  - b) Podcasting workgroup
  - c) Orientation workgroup
  - d) Accessibility workgroup
- 8) OTHER**
- 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 COMMITTEE MEETING

October 27, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
<b>Rick Balogh</b>	<b>Dr. Tom O'Neil</b>	<b>Ken Sawicki</b>	<b>Mike Wilmes</b>
<b>Dr. Nancy Bednar</b>	<b>Joseph West</b>	<b>Dr. Mark McGovern</b>	<b>Caroline Burrell</b>
<b>John Vento</b>	<b>Dr. Parnell</b>	<b>Sheronda Myers</b>	
<b>Youssef Ezzeddine</b>	<b>Greg Krynen</b>		
<b>Shirlene Thatch</b>			
<b>Beverly Beyer</b>			
<b>Connie Moise</b>			
<b>Bonnie Curry</b>			

#### 1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at 3:33 PM.

#### 2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Dr. Parnell and Rick Balogh will hold their comments until later in the meeting.

#### 3. OPEN COMMENTS FROM THE PUBLIC – Ms. Caroline Burrell handed out to members of the committee the listing of the AVC Library Off-Campus Database Access sites. Our license is for our students, staff and faculty only so anyone putting them on out there on open sites will be seen by that particular company. Carolyn talked extensively about the Oxford Reference Online Premium. It is available to us through the California Community Consortium. This site contains many reference books that can be rented with some you can buy. It comes to us as a subscription and includes the Oxford Companion and the Oxford Dictionary. It contains many references that can be obtained from home or through the future computer lab at the Palmdale site. Even though we do not have any hard copies at the Palmdale site, it is still available online. Carolyn gave us directions on how to access the site from the avc.edu and then how to further your research investigation. She did point out that in typing in the URL, you must be accurate in that it is case sensitive. If there are any further questions, please contact the staff at the library.

#### 4. APPROVAL OF MINUTES

- There were corrections brought forth from Rick, Beverly and Nancy noted on the October 13 minutes. Dr. Parnell made note of the wording under OTHER, bullet three. She felt that what she said at the time was correct but will elaborate on this later in the current minutes. A motion was made and seconded to approve the minutes as corrected. With no further discussion, the minutes were approved.

#### 5. ACTION ITEMS

- Recommendation to Senate regarding official status of Mike Wilmes and Greg Krynen in relation to the DEC Committee – Rick gave the members the background information in regard to the history of the DEC membership in relation to the Senate listing and the CCC listing. Connie brought up the issue that has baffled her about having non-faculty members on the committee who are allowed to vote. She felt that since the group was a sub-committee of the Senate that it should just have voting members who are faculty. Rick clarified this by saying that the Senate passed a resolution that the members who are on this committee who are non-faculty would have the same voting rights as are accorded to faculty. Connie felt that those members who are non-faculty plus any administrators should not have a vote since this committee is directly tied to the Academic Senate which represents faculty only. Shirlene reported that there had been much discussion about this in the past in whether or not the committee should be academically driven or a campus-wide one. She relays that there was a caveat in that the committee should contain non-faculty members who would have the right to vote and that is the standard we have as of the present time. Shirlene brought up the facts from the sub-committee from last year to resolve this in regard to keeping from overloading one side or the other in regard to faculty and non-faculty members. She thought the position that Mike had been in had been maintained but in actuality had been changed over for Ken Sawicki.

The motion on the floor was put forth to include these two positions as non-voting resource members (and indicate “currently filled by”) for addition to the DEC Committee. The motion was seconded and was approved by all voting members of the committee. The resolution will be forwarded to the Senate.

## **6. DISCUSSION**

- a. Update regarding the Drop Policy for Online Classes (Beverly Beyer) – Ms. Beyer sent out 46 e-mails to all faculty who are teaching online during the fall semester. She had 25 respondents. It was broken out into hybrid and online courses. Most reported that if they have not received any contact such as log in or call within the first seven days plus no assignments done, they are dropped. They hybrid was different in that if they did not show for the first meeting they were dropped. Also, if there was no contact or they missed exam on campus, they were dropped. Overall, they seemed to be using the Performance Dashboard plus no log-in, no contact during a certain time period resulted in the student being dropped. Beverly will take this information and create a draft policy statement and present it to Rick for the next meet. Nancy mentioned that there should be consequences for those who have had no contact for a longer period (say, ten days during the course of the class) so those students can be eliminated from the class list. Beverly assured her that that subject will be addressed also in the statement.
- b. Draft of Podcast Guide and Procedure (Shirlene Thatch) – Rick welcomed Joseph West who will be our IMC representative. Rick thanked Shirlene for creating such a detailed guide and procedure. Shirlene would like the members to make comments in relation to the material presented and send an-email to either herself, Bonnie Curry or Youssef Ezzeddine. If you would like to make comments on the document itself, please do so and then forward to her by campus mail. Rick brought up the issue of viewing podcasts on your cell phone. Shirlene stated that it will be available, just depending upon your service. They will also be coming up with policy and plan documents in the near future. Nancy questioned whether any training would be offered. Shirlene stated that they do have training now but it would be a good idea to include Greg in the process. Shirlene also stated that Joseph goes out on a one-

to-one training basis depending upon what equipment you may have. Since there is quite a bit of variety in what each faculty member utilizes, it would be hard to make a one-fits-all training module.

c. Second Life (Dr. Parnell) – Dr. Parnell handed out to the members information on Second Life. Second Life is a project funded by the California Community College Economic and Workforce Development Program through a Regional Consortium Partnership Collaborative grant. They are offering training at computer labs set up at Ventura College, Santa Barbara City College, Allan Hancock and College of the Canyons. Second Life is a web-based program involving the virtual world and looks to improve collaboration and communications among the regional colleges and beyond and provide an innovative alternative to deliver education and training. We have been invited to participate in the orientation (first one occurring today) and the second one on Wednesday November 4. If anyone is interested, they must attend one of the orientations as after that, you will be unable to understand what is happening in the Follow-on Session. Dr. Parnell asked for interested parties and would try to procure a college van to drive to College of the Canyons. The orientation session will give information on what is a virtual world and include training on how to navigate an avatar in this world. The follow-on sessions will cover how to develop simple interactive educational tools for students, and how to use audio and chat to prepare one to attend educational workshops/conferences in Second Life for professional development. There are costs associated with Second Life which will be brought back to the committee. Connie brought up the issue that AVC does not have any “real estate” that is required in Second Life and the graphics may be another issue. We may have the possibility of working with Ventura College but it needs to be evaluated further. Dr. Parnell questioned the contact for this orientation and asked her how it would be of benefit to faculty on our campus? She could not answer that at this time. Greg Krynen has already involved himself in Second Life and has created his Avatar on his MAC. He did mention that it is a free download to get your basic Avatar but once you start to customize, it will cost you. Anyone with interest is welcome to stop by and check it out. Dr. O’Neil mentioned that it is being used at a number of universities across the country in a number of fields so we should check this out to see if it is a viable possibility for AVC.

d. Faculty Support Center (Connie Moise)

**It was determined at this juncture that we needed to postpone the rest of the meeting until November 10.**

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:40 PM. Motion carried.

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