



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE AGENDA  
October 28, 2008  
4:00 p.m. – Room SSV 151**

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 – September 23, 2008
- 5) ACTION ITEMS**

None
- 6) DISCUSSION ITEMS**
  - a) Two Temporary Three-Year Terms
  - b) Blackboard Upgrade
  - c) AP&P distance Education Form
  - d) DEC Membership Realignment
  - e) Online Platform Reliability
  - f) Organizational Capability Stage
- 7) REPORTS**
  - a) CMS Evaluation Workgroup
  - b) Podcasting workgroup
  - c) Orientation workgroup
  - d) Accessibility workgroup
  - e) Online Training workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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## ANTELOPE VALLEY COLLEGE

### DISTANCE EDUCATION COMMITTEE MEETING October 28, 2008

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Nancy Bednar	Charlotte Forté-Parnell	Youssef Ezziddine	Stephen Burns
Beverly Beyer	Tom Hutchison	Shirlene Thatch	
Ed Beyer	Mike Wilmes		
Bonnie Curry	Dr. Tom O'Neil		
Luis Echeverria	Richard Balogh		
Connie Moise	Sharon Wilson		

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

Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 4:04 p.m.

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

None

#### 3. OPEN COMMENTS FROM THE PUBLIC

None

#### 4. APPROVAL OF MINUTES

A motion was made and seconded to approve the September 23, 2008 Distance Education Committee meeting minutes. Motion carried.

#### 5. ACTION ITEMS

None

#### 6. DISCUSSION

##### a. Two Temporary Three-Year Terms

Two DEC faculty seats need to be converted to a one-time three-year term. Dr. Nancy Bednar and Ms. Bonnie Curry agreed to serve the three-year term. At the end of the three years, the seats will revert back to two-year terms.

##### b. Blackboard Upgrade

Mr. Mike Wilmes explained that a service pack exists for the Blackboard server along with a full version upgrade. Mr. Wilmes discussed the need to install the service pack on the Blackboard server and requested guidance as to a time frame. The committee recommended that the service pack be installed one week after the end of semester and that Mr. Wilmes will utilize the Blackboard messaging system to notify faculty and students of the pending upgrade. The service pack will be applied on December 22, 2008.

Mr. Wilmes also discussed the availability of a full version upgrade to 8.1 or 8.2 (current version is 7.3). A decision was made to install the upgrade to the test server on November 10, 2008 and identify five online faculty to test the system during the Winter Intersession. Pending successful testing, the upgrade will be applied to the production server in time for the Spring 2009 semester. Mr. Wilmes will notify users of the time of the upgrade.

**c. AP&P Distance Education Form**

Mrs. Beverly Beyer passed out the Distance Education AP&P forms and requested that committee members review the documents and send comments directly to her. Mr. Beyer noted that each member needs to respond and that a list will be kept of committee members who do respond in order to ensure that everyone participates. All comments should be sent to Mrs. Beyer before November 13, 2008.

**d. DEC Membership Realignment**

Mr. Beyer passed out a recommendation from the membership workgroup, and Ms. Bonnie Curry reported on the findings. Changes recommended: change the counseling position to an IMC representative and change the ITS Classified to an ITS Alternative Media Specialist. In order not to increase the number of members on the committee, and represent counseling and AP&P, two of the faculty positions will be converted to a counselor position and an AP&P representative position. The committee approved of the recommendation and the item will be placed as an action item on the next agenda.

**e. Online Platform Reliability**

Dr. Nancy Bednar expressed significant concerns about the reliability of the college email server and access to Blackboard, and opined that being down for three days is unacceptable. Dr. Bednar also noted that the telephone message used to communicate the problems was ineffective if someone was a student or was not in their office to get the message. Ms. Connie Moise requested that Dr. Bednar write down her concerns and submit them to the college president as the budget for ITS does not allow for maximum support for online services. Mr. Beyer suggested that rather than sending the text directly to Dr. Fisher, Dr. Bednar and Ms. Moise should work on a statement and process it through the committee so that it may garner the support of the DEC and the Academic Senate. Dr. Bednar and Ms. Moise will bring a statement to the next DEC meeting.

**f. Organizational Capability Stage**

Dr. Forté-Parnell passed out an article from the American Journal of Distance Education and asked each committee member to read the article and express where he or she thought AVC was in the process discussed in the article. Mr. Beyer asked that rather than stating their opinion in the meeting, that each member should email their thought to Dr. Forté-Parnell separately. Members will send their input before November 11, 2008.

Dr. Forté-Parnell then asked each committee member to answer the question, "If AVC had an enviable "state-of-the-art" distance education program, what would it look like? What would be its features?" Each member of the committee took a turn and stated his or her response. The responses included:

*If AVC had an enviable "state of the art" distance education program, what would it look like? What would be its features?*

1. less functionally disconnected
2. user friendly (2)
3. more standardized, face to face classes would mirror online class
4. available tech savvy team to assist faculty 24/7
5. easy way for teachers to connect with students so they could communicate about how things are going
6. robust, engaging for faculty and students; mentoring program – faculty to faculty
7. tech infrastructure; training by on-line teachers. No teaching until teacher is adequately trained in the software
8. institutionalized and strongly supported by administration

9. course development trainer; readily available tools to create accessible content
10. techie toys; user friendly for beginning students
11. division unto itself (i.e. American River College Training Center).

## **7. REPORTS**

Workgroup reports were tabled to the next meeting due to the extended meeting time.

- a. CMS Evaluation Workgroup -
- b. Podcasting Workgroup
- c. Orientation Workgroup
- d. Accessibility Workgroup
- e. Online Training Workgroup

## **8. OTHER**

## **9. ADJOURNMENT**

A motion was made and seconded to adjourn the Distance Education Committee meeting at 5:20 p.m.  
Motion carried.

ejb