



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
November 10, 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 27, 2009
- 5) ACTION ITEMS**

None
- 6) DISCUSSION ITEMS**
 - a) Distance Education Week
 - b) ACTT Meeting Update
 - c) Faculty Support Center – C. Moise
 - d) Second Life – C. Parnell
- 7) REPORTS**
 - a) Podcasting workgroup
 - b) Orientation workgroup
 - c) Accessibility workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

November 10, 2009

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

1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at 3:37 PM.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Dr. Parnell would like you to encourage students to take the survey as it will close in January. We should ask Ted to send reminders again out on a regular basis.

3. OPEN COMMENTS FROM THE PUBLIC – None

4. APPROVAL OF MINUTES

- A motion was made and seconded to approve the minutes of 10-27-09 With no further discussion, the minutes were approved.

5. ACTION ITEMS

- Rick made mention that the committee composition recommendation has been forwarded to the Senate and will be heard on November 19.

6. DISCUSSION

a. **Distance Education Week** – first, Rick made a comment that why should we be encouraging students to come to the college and take online or hybrid courses when we are in such a budget crunch right now and we are straining to meet the needs of the ones we already have. He thought about it and came up with the idea of making some videos for faculty which he would like to title “Blackboard for Virgins”. A few took exception to the title – maybe rename it “Blackboard for Neophytes”. But right now Rick is having difficulty getting the videos to test right and will seek Greg’s help on this. He would like to make 20 steps through Blackboard with each video being 7 minutes during which you follow the mouse and hear him talk. Hopefully, when he gets these in the correct format, then they can be viewed by e-mail. Ken made the comment that right now they are not easily accessible.

Nancy also asked about the link for comments to students that explains each online or hybrid class and what is expected of them. This had been started by Nancy Caselli but is now web-paged. It is up to the deans to see that it is turned in. It was brought up that Wendy Cios is doing this and a recommendation was made to contact Wendy about sharing this with other divisions. Connie suggested that one thing we might consider doing to highlight “Distance Education Week” is to produce a report similar to one of the summary reports posted on the Long Beach City College website identifying usage statistics. Rick wanted to know if there’s a way to tell how many faculty are actively using Blackboard at AVC. Connie agreed to check with Mike and Greg regarding this. As a final thought, Ken stated that Long Beach City College does not use Blackboard, they right their own code. They have won an award for the website but we could check out certain parts to see if it could apply to us.

Tom relayed that he had just attended the Intellect meeting for Sharon Lowry. We are a member of this group. They have a large number of video clips and Tom will check to see if they have one on Blackboard. He will get back to the committee on this.

b. ACTT first meeting and review of plan of action – the first meeting was conducted and seemed very productive. There seemed to be good dialogue between faculty and ITS. But what is this group going to do? This is how Rick sees the group functioning: (a) AVC faculty sends concern to ACTT rep who then evaluates it; (b) ACTT rep may ask for clarification from faculty; (c) the request is then forwarded to Rick and ITS resource person in their area; (d) the request is saved in a separate e-mail folder and further clarification may be requested by ITS rep; (e) ITS rep sends e-mail back to ACTT faculty rep with conclusion of the request and states if it can be done or not (must state reasons); (f) Rick is to be included in all e-mails so if there is some reason why a request could not be accomplished, he wants to be in the loop.

Tom asked what the timeline would be to get this accomplished. Connie replied that depending upon the issues that are ongoing at that particular time in ITS, an e-mail should be sent to clarify the reason for any delay. Usually, a two-week window is what is expected in order to investigate the request. Connie can monitor the load that ITS has at any particular time and can regulate the timeframe. The question also came up about keeping IMC in the loop, especially if any portion of the request would involve that department. Right now, most faculty don’t know if they should be dealing with ITS or IMC on any given issue. Youssef made the comment that most faculty go to someone else in their division who they think can help them or they try to do it themselves.

It must be remembered that this process is not about speed. It is about groups working together. If it is determined that a particular technology happens a number of times, then it should be expanded to the entire campus for their knowledge and use. And we must keep in mind with accreditation that the dialogue that this group creates qualifies for Standard 1. Connie did remind the committee that she has been working for over a year to create a forum between ITS and faculty. She did want faculty to know that she encourages this dialogue because she wants a two-way street between ITS and faculty.

Dr. O’Neil made mention that if we could accumulate data over a period of time, we would be in a position to seek a Title III grant.

c. Faculty Support Center (Connie Moise) – Connie was following up on the offer of using OF 124 and Greg Krynen to create a faculty support center. This would be a place

d. **Second Life (Dr. Parnell)** – Dr. Parnell attended the second orientation meeting of Second Life. During this meeting, she was shown how to create and customize her Avatar. They then went on the help island where they were able to observe various views of their Avatar. The next meeting will be held on November 18 where they will go into the virtual world and learn more of what Second Life is all about. The question was still brought up on how it could be utilized by faculty in the classroom. One thing that was brought forth is that there is lots of vocational training in Second Life such as for nursing. They can use it to give them the feel of being a nurse (shots, temperature, blood pressure, pulse, etc.). Tom spoke of the link that Santa Barbara City College has on Second Life and he will pass that on to the rest of the committee.

7. REPORTS

- a. Podcasting workgroup – The plan and policy should be coming soon.
- b. Orientation workgroup – The Long Beach City College web link could be used as an example because they have a good site for giving new online and hybrid students the information they need to see if they would make good students in this environ. It could be utilized in our own webpage. Ken has a contact at LBCC.
- c. Accessibility workgroup – Ken has tested the new BB website and it looks really good.

8. OTHER - none

9. ADJOURNMENT - A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:34 PM. Motion carried.

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