



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE  
AGENDA  
October 22, 2013  
3:30 p.m. to 4:30 p.m.  
L 201**

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 CHAIRS
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. October 22, 2013 Minutes
5. DISCUSSION ITEMS
  - a. BCSED Student Computer Lab – Ron Mummaw
  - b. Subcommittees for Goals - attachment
  - c. Online/Hybrid Class - Procedure & Form
6. ACTION ITEMS
7. ANNOUNCEMENTS
8. ADJOURNMENT

**NON-DISCRIMINATION POLICY**

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**ANTELOPE VALLEY COLLEGE**  
**DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**  
**MINUTES**  
**November 12, 2013**  
**3:30 p.m. to 4:30 p.m.**  
**L 201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Distance Education and Technology Committee meeting of November 12, 2013, was called to order at 3:25 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

2. OPENING COMMENTS FROM THE CHAIRS

Dr. Bednar reported she is currently involved in a political science review and is addressing issues dealing the difference between Student Success, Distance Education and hybrid classes.

Dr. Bednar addressed the need for a more diversified committee, with representation needed from Math, Science and Engineering, Technical Education, Visual & Performing Arts, Nursing and Kinesiology. Some departments are over-represented while others are without representation.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. October 22, 2013 Minutes – attachment

*A motion was made and seconded to approve the minutes of the October 22, 2013 meeting.  
Motion carried.*

5. DISCUSSION ITEMS

a. BCSED Student Computer Lab – Ron Mummaw

Mr. Ron Mummaw discussed an ongoing issue in the BE Lab, 3<sup>rd</sup> floor. Each semester there is a problem obtaining funds for people to work, allowing student access to use the lab. It was suggested Mr. Mummaw write a motion for action at the next DETC meeting. Dr. Bednar will take the request to the Senate for support to move the request forward.

Members discussed the need for funding to staff all computer labs. Dr. Charlotte Forte-Parnell stated the process to hire a student through Cal-Works is a struggle, and faculty must volunteer to fill the gaps. Dr. Parnell noted President Knudson is committed to hiring student workers, and suggested the issue be addressed to Ms. Diana Keelen, Director of Business Services.

Dr. Bednar explained if we are concerned with Student Success and the demographics of our area, it should be recognized students must access to computers.

It was reported Dr. Erin Vines, Vice President of Student Services, maintains students are registered for and awaiting jobs. Dr. O'Neil further addressed the need for staffed labs, in order to have committed student workers with computer expertise enrolled early, and in place to start working the first day of the semester.

Mr. Mike Wilmes explained there is a 5-week lead time to hire student workers, and the entire student pool is not readily available at the beginning of school. He suggested a proactive recruitment of student employees, noting last year Cal-Works funding was not available until the semester began. Dr. O'Neil advised requests be made earlier.

Mr. Wilmes specified the labs are crucial to student success. He suggested the creation of a common job description for a pool for all divisions. There is currently a job description for the front desk person. It was suggested the Associate Student Organization (ASO) market recruitments.

Mr. Wilmes explained student workers on the federal work study program can either pull down loans, or work for the college. These students prefer the work study option, as they are paid while working, and do not incur a loan with interest.

Dr. Parnell noted a lag in paperwork on the part of the students, makes few students available.

b. Subcommittees for Goals – attachment

**Goal #1:** Guided by Strategic Goals 1c and 1e, collaborate with ITS in identifying and addressing instructional technology issues in the faculty offices, classrooms and the computer labs, including: computers, projection and audio systems, podcasts, and phones (2011-2012 Senate Resolution on Faculty Technology Rights).

*Rick Shaw, Greg Krynen, Dr. Nancy Bednar*

**Goal #2:** Guided by Strategic Goals 1c and 1e, create distance education policy on Regular and Effective Contact with Students (Title 5 and ACCJC require regular and effective contact) for approval by the Academic Senate and the college by the end of the 2013-2014 academic year.

*Dr. Nancy Bednar, John Toth, Dr. Tom O'Neil*

**Goal #3:** Guided by Strategic Goals 1c and 1e, create a document with Recommended Policies and Procedures for Distance Education Classes and a Faculty Handbook for Distance Education for approval by the Academic Senate and the college by the end of the 2013-2014 academic year.

*Dr. Nancy Bednar, John Toth, Dr. Tom O'Neil*

**Goal #4:** Guided by Strategic Goals 1c and 1e collaborate with ITS and other content providers to improve or replace the SORT student readiness tool on the AVC Online page. Dr. Bednar will send Stephen Burns an email.

*Samuel Adams, Priscilla Jenison, Diane Flores-Kagan.*

**Goal #5:** Guided by Strategic Goals 1c and 1e evaluate and provide recommendations to enhance the AVC Online page on the public website (<http://avconline.avc.edu/>).

Ms. Diane Flores-Kagan noted the need for an institutional timeline resource available to all faculty. Dr. Parnell suggested the request be made to Academic Affairs. Mr. Mike Wilmes noted the resource could be published online via myAVC. Requirements are mandated by the instructor, with an option for password protection. He will send Dr. Bednar instructions for creations of such. As DETC Co-Chairs, Dr. Bednar will and Dr. Parnell will send an email to all faculty regarding the resource.

**Goal #6:** Guided by Strategic Goals 1c and 1e work with the Accreditation Steering Committee to ensure that AVC's online and hybrid courses and programs are in compliance with the Guide to Evaluating Distance Education and Correspondence Education published by the ACCJC and Title 5 of the California Education Code. Any recommendations from the Accreditation Steering Committee will be incorporated into the Faculty Handbook for Distance Education. Dr. Bednar reported DETC is currently working on this goal.

**Goal #7:** Guided by Strategic Goals 1c and 1e, recommend that the Faculty Professional Development Committee develop a program for faculty using the CMS for the first time, whether in a fully online or hybrid class.

Dr. Bednar reported DETC is currently working on this goal.

c. Online/Hybrid Class - Procedure & Form

Dr. Bednar asked members to complete online form for hybrid classes. Dr. Parnell identified this as a Department Chair responsibility. Dr. O'Neil noted some departments do not have Chairs.

6. ACTION ITEMS

None.

7. ANNOUNCEMENTS

None.

8. ADJOURNMENT

The Distance Education and Technology Committee meeting of November 12, 2013, was adjourned at 4:30 p.m. by Dr. Nancy Bednar, Co-Chair.

<b>MEMBERS PRESENT</b>		
Dr. Nancy Bednar	Dr. Scott Lee	Ken Sawicki
Dr. Charlotte Forte-Parnell	Ron Mummaw	Scott Tuss
Diane Flores-Kagan	Dr. Tom O'Neil	John Tuss
Priscilla Jenison	Jayne Starr	Samuel Adams
<b>ABSENT</b>		<b>GUESTS</b>
Rick Shaw		Mike Wilmes

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*Approved: February 11, 2014 Distance Education and Technology Committee Meeting*