



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
November 25, 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 – October 28, 2008
- 5) ACTION ITEMS**
 - a) DEC Membership Realignment
 - b) Institutional Commitment Statement
- 6) DISCUSSION ITEMS**
 - a) Standardized Campus Meeting Template – C. Forte-Parnell/T. O’Neil
 - b) Intelocom – T. O’Neil
- 7) REPORTS**
 - a) CMS Evaluation Workgroup
 - 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 November 25, 2008

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Richard Balogh	Youssef Ezzeddine	Luis Echeverria	
Nancy Bednar	Greg Krynin (proxy)	Charlotte Forté-Parnell	
Beverly Beyer	Dr. Tom O'Neil	Tom Hutchison	
Ed Beyer	Shirlene Thatch	Connie Moise	
Bonnie Curry	Sharon Wilson	Mike Wilmes	

1. CALL TO ORDER AND ROLL CALL

Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 3:36 p.m.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- The current budget constraint is cause for changing the meeting time from 4:00 p.m. to 3:30 p.m. in order to avoid additional overtime generated from support staff.
- There will be a change in support staff for the DEC. Ms. Pat Gordon will be taking on the role of supporting the committee for future meetings.
- Mr. Rick Balogh has been appointed as the DEC Faculty Co-Chair and will assume the role beginning fall 2009.
- Mr. Beyer reported that three members did not provide feedback on the AP&P form for DEC courses. He stated it is imperative that members take part in the process and provide their input as the decisions must be collaborative.
- A pamphlet from the Institutional Technology Council was passed around for members to review. Mr. Beyer will try to obtain more copies for individual committee members.

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Mike Wilmes made the following statement in an email:
As we speak, our Blackboard test environment is being upgraded to the newest BlackBoard version, Release 8 Service Pack 3. It will be completed by the close of business, Wednesday, November 26, 2008. We need to look for willing participants to test the new environment. I'm beginning to feel that we will not be able to roll our production environment to 8 until Summer; It takes three days of down time to upgrade from 7 to 8, and we have no time between Intersession and Spring. The earliest we could schedule for our production BlackBoard environment to be patched after grades are due is December 26, 2008. Blackboard will be down for patching on December 26th and 27th.

4. APPROVAL OF MINUTES

A motion was made and seconded to approve the October 28, 2008 Distance Education Committee meeting minutes. A few corrections to spelling need to be made in 6a and 6b. Motion carried as amended.

5. ACTION ITEMS

a. DEC Membership Realignment

A motion was made and seconded to move the DEC membership realignment as a recommendation to the Academic Senate. Motion carried.

b. Institutional Commitment Statement

A motion was made and seconded to table this action item to allow Ms. Connie Moise and Dr. Nancy Bednar to continue formulating a statement. Motion carried.

6. DISCUSSION

a. Standardized Campus Meeting Template – C. Forté-Parnell/T. O’Neil

Ms. Charlotte Forté-Parnell was not in attendance to provide the details of this discussion item. Mr. Ed Beyer summarized the difficulties of not having a standardized process for hybrid and online courses. A consistent process of submitting hybrid/online course information must be created to ensure all course meeting information is available to students, and faculty are aware of the deadlines to submit information. Dr. Tom O’Neil stated he would work with Ms. Charlotte Forté-Parnell to create a template to send out to committee members no later than Wednesday, December 3, 2008 for review and feedback. The drafted template and process will be placed on the next DEC agenda as an action item for implementation.

b. Intelcom – T. O’Neil

Dr. Tom O’Neil attended the Intelcom Conference and reported as members of the consortium the college has unlimited access to the resources made available. The online resources are endless and include hundreds of live links to three to five minute video clips which faculty can use in their class lectures. The site has the ability to allow users to search by topic, title, etc. He is currently working with Ms. Sharon Lowry to obtain the user name and password information, so faculty can gain access to the site and will provide an update at a later time. Mr. Ed Beyer stated, he would report this information to the Senate.

7. REPORTS

a. CMS Evaluation Workgroup – T. O’Neil, N. Bednar, L. Echeverria, and C. Moise

There was not any new information presented by workgroup members.

b. Podcasting Workgroup – S. Thatch, Y. Ezzeddine, and M. Wilmes

Ms. Shirlene Thatch reported she will distribute the Podcasting Policies and Procedures to the new committee members. The status of converting podcasts to multiple formats is still in the works. Mr. Mike Wilmes is experiencing difficulties to come up with a conversion format to take PowerPoint and/or Audio formats to a WMV format. Mr. Beyer suggested that Ms. Thatch create a table of conversion process and outcome to present at the next meeting. Overall, Ms. Thatch expressed the process is experiencing several problems in trying to move away from using iTunes.

c. Orientation Workgroup – T. O’Neil, N. Bednar, and L. Echeverria

There was not any new information presented by workgroup members.

d. Accessibility Workgroup – R. Balogh, S. Wilson, and Y. Ezzeddine

Mr. Balogh distributed information regarding Accessibility requirements taken from the Chancellor’s Office. The document included bolded areas which DEC faculty should be take note of to ensure they are adhering to stipulated regulations. It was suggested that a statement or memo be distributed to DEC Faculty indicating the regulations and directing them to use the DEC online Accessibility Checklist.

8. OTHER

- Dr. Tom O’Neil inquired if the committee would support formulating a statement to use the terms online and hybrid as the official designations for Distance Education courses. Mr. Beyer asked him to forward this request when the call for agenda items is sent out to committee members.

- Mr. Rick Balogh reported there is some new information on the Accountability issue. The current conversation taking place indicates that a student password may suffice and fulfill the accountability requirement.

9. ADJOURNMENT

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:34 p.m.
Motion carried.

gmk