



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE  
AGENDA  
February 11, 2014  
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. November 12, 2013 Minutes - attachment
5. DISCUSSION ITEMS
  - a. Report on Lab Staffing
  - b. Report on Goals
6. ACTION ITEMS
7. ANNOUNCEMENTS
8. 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 AND TECHNOLOGY COMMITTEE**  
**MINUTES**  
**February 11, 2014**  
**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 February 11, 2014, was called to order at 3:33 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

2. OPENING COMMENTS FROM THE CO-CHAIRS

- Dr. Nancy Bednar announced an upcoming free webinar for new online students, taking place on February 20, 2014. The webinar is hosted by Sloan Consortium.
- Dr. Parnell reported discussions with the Chancellor's office regarding the annual Distance Education survey, and the upcoming survey that will take place in Fall 2014. The goal of the survey is to improve retention of students in online classes. Dr. Parnell suggested the survey results expected in May/June 2014 should be included in syllabi for Fall 2014, to encourage student participation. Dr. Parnell will send language.
- Dr. Parnell reported the Senate is looking into the difference between faculty who have had online preparation training and those who have not. She reiterated the need to determine if faculty should complete a prep class in advance of teaching online. She cited the contract which mandates training, but does not specify the type.
- Dr. Parnell reported the Chancellor is holding monthly meetings with the Distance Education coordinator, and every month is asking for three (3) colleges to showcase themselves. She asked members interested in showcasing Antelope Valley College (AVC) to let her know. Dr. Parnell encouraged members who feel there is something AVC is doing well, to plan this year to participate.
- Dr. Parnell discussed a state initiative to make high-demand courses available through a virtual college - an avenue for high-demand online courses. The initiative supports tutoring for online TMC Courses for students who cannot make it to campus. A 25-member steering committee is forming to include Administration, ASO, Student Services, and is heavily faculty-dominated and will meet in February or March 2014.
- Dr. Parnell discussed the State Authorization Reciprocity Agreement (SARA), that offers a process that could make state authorization more efficient, more uniform and more effective in dealing with quality and integrity issues that have arisen in some online/distance education offerings. The agreement could be less expensive for states and institutions and students they serve. The agreement seeks to assure states in the agreement have authorization processes that meet minimal standards, shifts responsibility for authorization to the home state of the institution.

Dr. Bednar explained Antelope Valley College (AVC) must have an agreement with a corresponding state, or pay whatever the state will charge us to offer services to that student. She reported the State is working on a consortium to manage intra-state distance learning. Dr. Bednar will work with Dr. Goel to see where our intra-state distance education students are from. In Fall 2013 AVC had four (4) online students from out-of-state, and in contacting the appropriate state entity found an authorization form was required.

Mr. Rick Shaw noted an exemption for military students and spouses of military. He suggested this information be added to the criteria Dr. Goel is looking for.

- Dr. Bednar encouraged members to consider the DETC makeup in regard to representation, impressing the fact each division has online classes.
  - Dr. Charlotte Forte-Parnell reported the Chancellor is creating a Distance Education coordinating organization for the California Community Colleges (CCC). The organization will be a formal voice at the State level. The first formal meeting is February 28, 2014, the same date as the Basic Skills Symposium.
3. OPEN COMMENTS FROM THE PUBLIC  
Mr. Rick Shaw reported a patch note needs scheduled – per faculty. He requested consent to formalize the request from Open Comments to Discussion.  
*A motion was made and seconded to present the Blackboard Outage issue as Discussion item 5a. Motion carried.*
4. APPROVAL OF MINUTES  
a. November 12, 2013 Minutes – attachment  
*A motion was made and seconded to approve the minutes of the November 12, 2013 meeting with one (1) correction. Motion carried with two (2) abstentions.*
5. DISCUSSION ITEMS  
a. Blackboard Outage  
Mr. Rick Shaw led discussion regarding a Blackboard hours requiring a three (3) hour fix. His concern was short notice and prefers to delay the fix one (1) week. Tentative date for diagnosis and treatment is Thursday evening, February 20, 2014. Mr. Shaw will email a notification once the date and time is confirmed with Blackboard.
- b. Report on Lab Staffing  
Discussion was made regarding the need for qualified student workers in labs. Mr. Rick Shaw explained reliance heavily on students who garner financial aid because AVC only covers 25% of their salary. Current hours are until 7:00 p.m. Monday – Thursday, and until 11:30 Friday morning. A full-time staff member is needed for supervision. Mr. Shaw will create a list of labs and hours and will publish the list.
- c. Report on Goals
6. ACTION ITEMS  
None
7. ANNOUNCEMENTS  
None
8. ADJOURNMENT  
The Distance Education and Technology Committee meeting of February 11, 2014, was adjourned at 4:25 p.m. by Dr. Nancy Bednar, Co-Chair.

<b>MEMBERS PRESENT</b>		
Dr. Nancy Bednar	Dr. Scott Lee	John Toth
Dr. Charlotte Forte Parnell	Ron Mummaw	Scott Tuss
Diane Flores-Kagan	Ken Sawicki	Megan Turrill
Greg Krynen	Rick Shaw	
Priscilla Jenison	Jayme Star	
<b>MEMBERS ABSENT</b>		
Walter Briggs	Charles Hood	Dr. Tom O'Neil
<b>GUESTS/EX-OFFICIO</b>		
Greg Krynen	Angela Shaheen	Mike Wilmes

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*Approved: February 25, 2014 Distance Education and Technology Committee Meeting*