



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
March 10, 2015
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. February 24, 2015 Meeting (attachment)
5. DISCUSSION ITEMS
 - a. Blackboard Storage – Rick Shaw, Mike Wilmes
 - b. Blackboard – Archival & Deletion of Shells
 - c. Online Education Initiative (OEI)
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
March 10, 2015
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 March 10, 2015 was called to order at 3:30 p.m. by Dr. Nancy Bednar, Co-chair.

2. OPENING COMMENTS FROM THE CHAIRS

Dr. Bednar reported the State Authorization Reciprocity Act (SARA) is moving forward in California. Under SARA, Antelope Valley College (AVC) would not be permitted to offer distance education courses in states where AVC is not authorized to do so. Instead, AVC would need to contact the states where the students reside for authorization. Once CA passes SARA, AVC can become part of the Western Interstate Consortium on Higher Education (WICHI) consortium, which will help reduce costs to \$6,000 for the institution. Dr. Bednar explained that should AVC not join SARA, the Accrediting Commission for Community and Junior Colleges (ACCJC) still requires approval for all out of state students.

3. OPEN COMMENTS FROM THE PUBLIC

4. APPROVAL OF MINUTES

a. February 24, 2015 Meeting (attachment)

A motion was made and seconded to approve minutes of the February 24, 2015 Distance Education and Technology Committee Meeting.
Motion carried.

5. DISCUSSION ITEMS

a. Blackboard Storage – Rick Shaw, Mike Wilmes

Mr. Mike Wilmes addressed members to discuss Blackboard Storage issues:

- District currently leases 250GB of storage from Blackboard.
- District is currently using 2,147GB (2.1TB) of storage.
- As a courtesy, they have only charged us for active shells, but that's been a verbal agreement and is subject to change.
- Total of 1906 shells have data in them. Some shells (>2%) are instructor test shells or have other uses, like the Technical Training shell.
- Only 62 shells have more than 1GB of data per shell. These shells (3%) constitute 95% of the storage used.
- The remaining 1830 shells combined total 114 GB of data.
- The new version of Luminis, tentatively set for release in October, will not have Course Studio. It is anticipated that instructors that want to have content available online but do not want to setup an AVC Online website will opt to use Blackboard as their web platform.
 - It is anticipated that even with additional efforts to reduce the use of storage that we may need to negotiate for more storage with Blackboard.

- ITS will continue to engage the instructors using large amounts of storage for the shells to reduce the size, including the use of AVC Online.
 - ITS recommends the use of quotas to alert faculty to their use of storage within Blackboard.
 - Soft quota- an email goes out notifying the instructor that s/he has reached a certain level of storage use for the shell, but does not disallow the addition of more content.
 - Hard Quota- The instructor is disallowed from adding content to the shell that would exceed the hard quota limit. An email notifying the instructor that the hard quota has been reached is sent to the instructor and to the BB administrator.
 - The option to use both quotas is available.
 - **What is the committee's recommendation for which quota types, if any, are used, and what values would be recommended for use as reasonable limits?**
- b. Blackboard – Archival & Deletion of Shells
- The current ITS process for managing the archive of Blackboard is to annually (after the start of the Fall semester) ship a hard disk drive to Blackboard to receive a copy of all shells within Blackboard. After that all shells older than one year are deleted.
 - The contents are then stored either on DVDs at the Senate office (prior to Fall 2014) or to store on a network share with access limited to the technical trainer and the BB administrator.
 - While this has helped preserve instructor content, it makes the district responsible for storing and maintaining instructor copyrighted content.
 - It is also very impractical to maintain, as there is no process in place to determine when the archived data can be discarded.
 - The shells kept for a year allow instructors to easily copy shells that are only taught once a year.
 - ITS is suggesting a different process to manage shells that places faculty in greater control of their content, further reduces the storage used with Blackboard, and alleviates the district's responsibility for storing their content.
 - Faculty would be individually responsible for archiving their courses at the end of the semester for both long-term retention and for reuse in later semesters.
 - Training is available through the Technical Trainer.
 - Four weeks after the end of each semester, all unused course shells would be purged from Blackboard. A shell is not in use if the semester it was used has passed and there are no active incompletes for that CRN.
 - **What are the committee's opinions and recommendations on ITS implementing this change in process?**
 - **What does the committee recommend as a suitable retention window for shells that the district has already archived and stored?**
- c. Online Education Initiative (OEI)
- Mr. Mike Wilmes informed Ms. Deb Sullivan Ford the Online Education Initiative (OEI) module would be added to her Blackboard shell for review.

6. ACTION ITEMS

7. ANNOUNCEMENTS

8. ADJOURNMENT

The Distance Education and Technology Committee meeting of March 10, 2015 was adjourned at 4:30 p.m. by Dr. Nancy Bednar, Co-chair.

MEMBERS PRESENT			
Dr. Nancy Bednar	Scott Lee	Jayme Star	
Dr. Charlotte Forte-Parnell	Ron Mummaw	John Toth	
Walter Briggs	Ken Sawicki	Deborah Sullivan Ford (proxy)	
Greg Krynen	Angela Shaheen		
MEMBERS ABSENT			
Diane Flores-Kagan	Candice Martin	Dr. Tom O'Neil	Rick Shaw
Scott Tuss	Tristan Schnidermeit		
GUESTS/EX-OFFICIO			
Mike Wilmes			

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Approved: March 24, 2015 Distance Education & Technology Committee Meeting

	201330	201370	201410	201430	201450	201470	201510	201530	OTHER	
Total number of shells	7324	1	1578	174	1609	267	1728	156	1675	136
Shells with data	1906	1	372	39	400	59	450	42	429	113
GB of data in Blackboard	2146.94	12.67	850.36	265.19	439.29	4.58	541.62	3.53	27.69	2.03
Average size of shell, in GB	1.13	12.67	2.29	6.80	1.10	0.08	1.20	0.08	0.06	0.02
Number of shells >= 1GB	62	1	19	2	19	0	17	0	4	0
Number of shells < 1GB	1844	0	353	37	381	59	433	42	425	113
GB of data in Blackboard, shells < 1GB	113.724	0	25.67	2.14	23.69	4.58	31.27	3.53	20.81	2.03
Avg size of shells in MB, shells < 1GB	63.15	0.00	74.48	59.27	63.67	79.43	73.95	86.07	50.13	18.43

Shells > 1GB Space of shells > 1GB
3% 95%