



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**

**March 27, 2012**

**3:30 p.m. to 4:30 p.m.**

**BE 241**

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. March 13, 2012 (attachment)

**5) ACTION ITEMS**

- a. Faculty Administrative Rights for Faculty and Staff Statement (revised)

“The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights over software used by the faculty and support staff. Included in these rights, but not limited to, are: the ability to download to the college network any software provided by a publisher of a textbook used by a faculty member in the teaching of their classes; the ability to download and install software necessary to play audio and video – including **online streaming video services** and that which allows making the publisher’s software accessible on the college network. These rights must allow access to this material from any AVC facility wherever it is needed, both in their offices and in the classrooms.”

**6) DISCUSSION ITEMS**

- a. Electronic Devices Policy (attachment)
- b. Faculty Technology Rights (attachment)
- c. DETC Goals

**7) OTHER**

- Spring 2012 DETC Meetings: April 10, 2012; April 24, 2012; May 8, 2012; May 22, 2012

**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**

**March 27, 2012  
3:30 p.m. to 4:30 p.m.  
SSV 151**

**1) CALL TO ORDER AND ROLL CALL**

Mr. Rick Balogh, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the March 27, 2012 DETC meeting to order at 3:38p.m.

**2) COMMENTS FROM THE COMMITTEE CO-CHAIRS**

None

**3) OPENING COMMENTS FROM THE PUBLIC**

None

**4) APPROVAL OF MINUTES**

**a. March 13, 2012 (attachment)**

Discussion that the statement in the comments should be grammatically corrected to read ‘reported he had not announced the committee’s decision to...’ and the date of the call to order be changed to reflect the date of the meeting.

A motion was made and seconded to approve the March 13, 2012 Distance Education and Technology Committee minutes as corrected. Motion carried with two abstentions.

**5) ACTION ITEMS**

**a) Faculty Administrative Rights for Faculty and Staff Statement (revised)**

It is stated that the matter stems not from if things don’t work, it’s about can faculty use downloaded software where and when necessary in the classrooms. One spelling correction was noted ‘access’. A motion was made and seconded to approve the Faculty Administrative Rights for Faculty and Staff Statement. Motion carried.

**6) DISCUSSION ITEMS**

**a) Electronic Devices Policy (attachment)**

Mr. Balogh provided the drafted language for the Electronic Devices Policy (drafted by Charles Hood). The committee reviewed the draft so that a recommendation of the approved language can be forwarded to the Academic Senate. Committee members reviewed the feedback and collaborated on how to be specific about texting et. al. It was agreed upon that the term ‘unauthorized electronic communication’ was an all-encompassing term which could be used instead of specifically naming texting. This document is subject to approval by OSD. This item is to be placed as an action item for next month’s meeting to carry to Academic Senate.

**b) Faculty Technology Rights (attachment)**

Mr. Hood explained that impetus for the document is that faculty are moved to instructional space they have not previously been familiar with which at times lacks the necessary software and equipment to conduct their class as they had in the past. Mr. Madlock reported that California Community College Chancellor’s Office has a document that is very similar to this draft. Mr. Sawicki would like to make sure we add audio/visual to this document. The following discussion occurred as the committee reviewed the document. Dr. Tom O’Neil indicated the committee should make efforts to determine if a Professor leaves the classroom to make an emergency call if the District could be held liable for negligence. This question should be posed to the District lawyers for clear understanding. Mr. Balogh indicated he would contact Administration to request an inquiry be made to the District lawyer. Committee members were in consensus of the need to include language “functioning audio” to

the drafted language presented. Mr. Balogh indicated the revised language will be included and this item will be included on the next DETC meeting agenda as an action item for the committee to approve.

c) **DETC Goals**

Dr. Bednar requests that we get Dr. Forté-Parnell to send the goals so we can wrap this items up quickly.

7) **OTHER**

- Mr. Balogh states the *Turnitin* software topic will be on the next agenda.
- Spring 2012 DETC Meetings: April 10, 2012; April 24, 2012; May 8, 2012; May 22, 2012

8) **ADJOURNMENT**

A motion was made and seconded to adjourn the March 27, 2012 Distance Education and Technology Committee meeting at 4:29 p.m. Motion carried.

MEMBERS PRESENT			ABSENT MEMBERS
Rick Balogh	Tom O'Neil	Scott Lee	Charlotte Forte-Parnell
Nancy Bednar	Charles Hood	Calvin Madlock	Mike Wilmes
Walter Briggs III	Priscilla Jenison	Ken Sawicki	<i>ASO Rep. Vacant</i>
Bonnie Curry	Greg Krynen	Ken Shafer	<i>Classified Union Rep. Vacant</i>
Joseph West			

### **DETC Draft Electronic Devices Policy (drafted by Charles Hood)**

The AVC Academic Senate holds as a District-wide standard these four policies:

(1) During instruction all mobile phones should be off or on silent, always.

(2) Whether students may or may not use their mobile technological devices (smart phones, tablets, laptops, iPods, Kindles, or anything in that broad category of portable electronic devices) during instruction is a matter for each instructor to decide. She or he should announce the policy in the syllabus; the Senate supports those instructors who ask that all such devices be turned off for the full class period.

(3) Using portable electronic devices to cheat during examinations and quizzes will be handled the same way that any other instance of cheating is treated. In accordance with the Student Code of Conduct this may result in penalties up to and including expulsion. Cheating is cheating, no matter what the mechanism of transmission.

(4) Unauthorized texting or surfing the net or using a phone during instruction is an example of disruptive behavior, and while faculty may not confiscate students' legal property, they may respond to the disruption as they would any other classroom behavioral problem, including asking the student to leave the room and / or referring the matter to the Office of the Vice-President of Student Affairs.

In all cases, the DETC Committee and the Academic Senate urge faculty to state clearly on their syllabus their expectations, including potential penalties for violations.

### **Draft Resolution on Faculty Technology Rights (Drafted By Charles Hood)**

When assigned to an instructional space, the Senate resolves that all classroom faculty have the right to expect

(1) a working emergency phone in the room or nearby;

(2) a working computer in the classroom;

(3) a working projection system connected to that computer;

and

(4) Internet access, either cabled to the computer itself or as wi-fi in the room.