



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION COMMITTEE AGENDA  
March 8, 2011  
3:45 p.m. – 4:45p.m. Room BE242**

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 from the 2/22/10 meeting**

**5) ACTION ITEMS**

a) Change the name of our committee to one of the following:

- Distance Education and Technology Committee OR
- Technology and Education Committee OR
- Technology and Distance Education Committee OR
- Technology in Education Committee

b) Change the membership of our committee be changed to add one additional representative from the IT committee?

c) Change the mission statement of our committee to:

- Assist in the planning and implementation of technology used by instructors and staff in the preparation and delivery of educational material. Provide guidance and recommendations in the pedagogical development of both traditional classroom and distance education.

**5) DISCUSSION ITEMS**

a) Request for students to audit classes in Blackboard – Mike Wilmes

b) Concerns with Blackboard Managed Hosting Report Card – Rick Balogh

**6) REPORTS**

a) Podcasting workgroup

b) Accessibility workgroup

**7) OTHER**

**8) ADJOURNMENT**

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## ANTELOPE VALLEY COLLEGE

### DISTANCE EDUCATION COMMITTEE MEETING

March 8, 2011

3:45 pm – 4:45 pm, Room BE242

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Dr. Tom O'Neil	Nancy Cholvin	
Bonnie Curry	Joseph West	Dr. Youssef Ezzeddine	
Dr. Nancy Bednar	Mike Wilmes		
Dr. Forte-Parnell	Ken Shafer		
Tony Korwin			
Priscilla Jenison			
Ken Sawicki			
Greg Krynen			

#### 1. CALL TO ORDER AND ROLL CALL

Rick Balogh, Distance Education Committee Chair, called the meeting to order at 3:50PM.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS** – Mr. Balogh introduced to the committee, Tony Korwin, who is the new Interim ITS Director for AVC. Dr. Parnell also had comments about receiving an e-mail from Jack Scott, Chancellor, in regard to a 2010-2011 Survey of Distance Education Programs and Services. This is required as part of the California Board of Governors Standing Order 409 which requires this information be forwarded every two years in May. The following categories are included in the survey: DE Coordinator Information, Course/Curriculum Development, DE Faculty Support, DE Faculty-DE Student Interaction, DE Student Authentication, DE Student Retention Activities, On-line Student Services, Inter-California Community College Collaboration and a number of DE degrees and certificates offered by the college. This information is due by April 3, 2011. Secondly, Dr. Beyer is extending the invitation to all interested parties to several workshops he would like to plan in regard to Second Life. The first one would be to inform people what Second Life is all about and to help get started. The second would be to further their capabilities within Second Life.

#### 3. OPEN COMMENTS FROM THE PUBLIC – none

4. **APPROVAL OF MINUTES** – it appears that due to the absence of the committee secretary, that no minutes from the February 22, 2011 were taken. In this regard, approval of minutes, action items voted on and discussions held are null and void according to Roberts' Rules of Order. Therefore, the minutes of 11/23/10 will need to be added to the agenda for the March 22 meeting and any action and discussion items should be added also.

#### 5. ACTION ITEMS [DISCUSSION ITEMS]

a. **Change the name of our committee to one of the following:**

- Distance Education and Technology Committee OR

- Technology and Education Committee OR
- Technology and Distance Education Committee OR
- Technology in Education Committee

These names evolved from discussion at the meeting of 2/22/11 when no minutes were taken. Mr. Korwin inquired about the background on the ACTT. The discussion at the 3/8/11 meeting indicated that the members preferred either #1 or #3. Dr. Parnell mentioned that the Chancellor's Office might want distance education to remain in the name as all of their correspondence and such still says Distance Education. This item will be added to the action items for the meeting of 3/22/11 to finalize discussion and vote.

**b. Ask Senate to make one of the existing 2 Senate reps to IT Committee be a member of the DEC -**

The discussion at the 3/8/11 meeting indicated that the members were in favor of this. This item will be added to the action items for the meeting of 3/22/11 to finalize discussion and vote.

**c. Change to Mission Statement –**

During discussion at the 2/22/11 meeting, it was suggested by members that the Mission Statement be more descriptive to reflect additional duties in academic computing. The current Mission Statement reads:

- The Distance Education Committee's mission is to coordinate, encourage and promote educationally sound Technology Mediated Instruction (TMI) at Antelope Valley College.

As a result of those discussions, the co-chair presented the following:

- Assist in the planning and implementation of technology used by instructors and staff in the preparation and delivery of educational material. Provide guidance and recommendations in the pedagogical development of both traditional classroom and distance education.

The committee members determined that a combination of the two statements would be best in order to appropriately represent the mission statement of the DEC Committee. As a result of this, the following is their determination:

- The \_\_\_\_\_(name to be determined) Committee's mission is two-fold: first, to assist in the planning and implementation of Technology Mediated Instruction (TMI) used by instructors and staff in the preparation and delivery of educational materials; and second, to provide guidance and recommendations in the pedagogical development of both traditional and distance education classrooms.

This item will be added to the action items for the meeting of 3/22/11 to finalize discussion and vote.

Mr. Korwin queried if there is a process by which approval of textbooks is done to introduce how a similar process he has seen elsewhere could be used here for approval of software, etc. He relayed that ITS must monitor cost, licenses, etc. and make sure that anything we incorporate into the campus structure will "play well in the sandbox." We need to put processes in place to make sure we have no problems down the road.

## **6. DISCUSSION ITEMS**

**a. Request for students to audit classes in Blackboard (Mike Wilmes)**– in furtherance of this subject from the 2/22/11 meeting, Dr. O’Neil feels that a vacant chair in a class should be saved for the full-time student, and only used for audit if the teacher approves and space allows. It was brought up that there is no way to track the audit student in BANNER. They have no access to AVC services but we are still responsible for them while they are in the classroom. Dr. Bednar brought up, for example, a class that meets face to face but a large quantity of material for those students is placed on Blackboard, which the audit student cannot access. Mr. Wilmes has spoken with the audit team to see if there is a way to handle this, but it would take a lot of work to do so. Dr. O’Neil queried of who should do the approval for the audit? Ms. Lowry? The teacher?

Another issue brought up by Mr. Korwin is that we have over 13,000 Blackboard users at this time, which makes us way over quota. If we allow auditors, they would have to be added to this. It was also mentioned that right now you can audit an online class if you are already taking another class. Ms. Jenison commented that she finds many in the ESL program who are doing this because it saves them out of state tuition. It was suggested that this issue be taken to the Dean’s meeting where it could be proposed to Ms. Lowry. It should be kept in the forefront that adding more to Blackboard will become a budget issue.

**b. Concerns with Blackboard Managed Hosting Report Card (Rick Balogh) - Mr. Wilmes** brought up the fact that we need a policy in place on who can be on Blackboard. Right now, it is everyone on campus – all instructors, students and staff. We need a way to eliminate those that do not need to have it. Mr. Korwin needs to review the contract to see if we can bump up our quota, but then it becomes a budget issue so he would need support if he goes forward. Mr. Krynen stated that there is a problem with the server capacity if you are storing documents in MyAVC. It was mentioned, though, that if a student drops from the college, their account is canceled within a matter of hours. The current chart for Blackboard usage shows the volume we had for the fall semester and we are already showing the surge for the spring semester. We also need to keep students listed in Blackboard for one year if there is ever an issue with their grades. Mr. Wilmes stated that there is a way to take care of this. Mr. Krynen and Ms. Jenison report that students are telling them they are still able to access the 2010 classes so we need to disable this. It was suggested that Mr. Balogh send out an e-mail to instructors to forward the names of incomplete students to Mr. Wilmes and he will save it separately. Mr. Wilmes would prefer that instructors contact him directly with the information so there is no confusion.

## **7. REPORTS**

**a. Podcasting workgroup** – Mr. West of IMC reported that the college has been approved by APPLE iTunes University. He predicts that the start will be in about one month or two. Mr. Wilmes stated that this needed to be integrated with ITS.

**b. Accessibility workgroup** – none

## **8. OTHER - none**

**9. ADJOURNMENT** - A motion was made and seconded to adjourn the Distance Education Committee meeting at 5:00 PM. Motion carried.

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