



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
May 25, 2010
3:30 p.m. – 4:30p.m. Room BE 249**

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) May 11, 2010
- 5) ACTION ITEMS**
 - a) Review Add/Correct Online Orientation (Stephen Burns will be present)
<http://www.avc.edu/onlineorientation/>
- 6) DISCUSSION ITEMS**
 - a) Substantial Change Report – Dr. Parnell/Rick Balogh
 - b) Accreditation Report Concerns – Rick Balogh
- 7) REPORTS**
 - a) Podcasting workgroup
 - b) Orientation workgroup
 - c) 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

May 25, 2010

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Connie Moise	Shirlene Thatch	
Dr. Tom O'Neil	Denise Walker (Proxy for Bonnie Curry)	Youssef Ezzeddine	
Dr. Nancy Bednar	Dr. Forte-Parnell	Sheronda Myers	
Maria Clinton (Proxy for Beverly Beyer)	Joseph West	Mike Wilmes	
John Vento			
Mark McGovern			
Ken Sawicki			
Greg Krynen			

1. CALL TO ORDER AND ROLL CALL

Rick Balogh, Distance Education Committee Chair, called the meeting to order at 3:37 PM.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS – none

3. OPEN COMMENTS FROM THE PUBLIC – none

4. APPROVAL OF MINUTES – Mr. Balogh asked members if there were any corrections to be made to the May 11, 2010 minutes. No corrections were forthcoming so he requested a motion be made to approve. A motion was made and seconded to approve the minutes as read and with no further discussion, the minutes were approved.

5. ACTION ITEMS

- a. **Review/Add/Correct Online Orientation (Stephen Burns)** – Stephen Burns was requested to return to the Distance Education Committee to inform them of his progress on the online orientation that he was creating. It had been hoped that this online document could have been reviewed, corrected and approved for placement before the fall semester was to begin. It was important that we have something in place before fall as the accreditation team would be looking for this.

Stephen met with Tom, Nancy and Greg and they came up with a very short two module orientation. The two sections are Online Learning and Resources. Once clicked on Online Learning, you will be taken to further pages. Dr. Bednar stated that we should turn this into a quiz with yes and no answers which would go to further pages to determine if a person would be a good online student. It would be a good idea to duplicate what has been done on the Long Beach site with a checklist and an

active quiz that would lead a potential student with yes and no questions/answers that would help them determine if online courses are for them. We should also include audio and video to the site for further enhancement plus make more emphasis on the word “procrastination”. Dr. O’Neil stated that we need a fourth paragraph to emphasize to the student that they must read and understand the syllabus. They also need to understand time lines so they are successful at completing their assignments. Dr. Parnell queried about the statement produced by Beverly Beyer in regard to syllabi. Ms. Clinton stated that the information is included in the Model Syllabus and we could provide a link. It was also suggested that the students read the Student Handbook.

Mr. Balogh relayed to the members what the accreditation team would be looking for. We would need to provide a means whereby the potential student could determine if they have the specific skills and competencies required to be a successful online student. This would mean we need to provide some type of online orientation. They also would expect to see that we are providing some form of training for the student to be successful in online courses. Finally, they would also be looking for connections to all campus services that a student would need (a link to Student Services is provided in the Resources module). Mr. Balogh wanted to impart to the members that when the accreditation report is written and includes these items to meet the requirements, that we have something in place for them to see. In that regard, it was suggested that we make more evident the online learning link that would lead students to further links for quizzes and training (videos). We cannot make this orientation as mandatory; it can only be used as an advisory. Dr. Bednar also appreciated the netiquette portion that would give guidance to students to not use text message language or sarcasm in their e-mails.

Mr. Balogh requested all members formulate all of their suggestions to improve the orientation website and forward them to Mr. Burns within one week for inclusion. All members are aware that this is a work in progress and that we will always be “tweaking” it as we go along. Mr. Burns will add photos and color to the site along with videos to make it more “energetic”. He also keeps track of how many times the site has a hit. Finally, it was a suggestion that a link be placed on the AVC home page to the Online Learning Orientation link or possibly on the main page of Blackboard.

6. DISCUSSIONS ITEMS

- a. Substantive Change Report (Dr. Parnell/Rick Balogh)** – Mr. Balogh and Dr. Parnell will be working on this report over the summer as it will be included in our accreditation report that will be submitted. Over half of the courses available for graduation are offered online and this needs to be indicated in this report. We also need to include the credentialing for all of the courses offered online, including certificates. Also, if we have a certain variety of classes taught online, it would apply to a number of certificates. These courses would be very full since people are looking for courses that can be transferrable. This information needs to be included in the report. Mr. Balogh has forwarded to members by e-mail, information that he needs to have responses to so that information can be consolidated into the report. He will place this information on the DEC website.

Dr. Parnell also informed the members that the Learning Center has applied for a hybrid as well as an online course for online tutoring. It could involve using a webcam that could be used at the Palmdale Center thru CC Confer.

Dr. O'Neil made mention that our new Scholar in Residence is Ms. Carol Eastin. Our campus connection for Intelcom is Ms. Carolyn Burrell. He recommends that we invite Ms. Burrell to a future meeting for a short session on Intelcom. He states that those clips could be embedded in Blackboard and used for online delivery.

b. Accreditation Report Concerns (Rick Balogh) – stated above.

7. REPORTS

a. Podcasting Workgroup – the group is not in attendance but Dr. Parnell stated that the numbers are increasing for those using a podcast. Mr. Krynen stated that he had done an online training today on audio for online use. Several of the instructors mentioned that this was the direction they will be going to incorporate more podcasting in their courses.

b. Orientation Workgroup – working on the online orientation website.

c. Accessibility Workgroup – Ken has nothing to report.

8. OTHER

a. Mr. Balogh will be working this summer with Dr. Parnell so he will keep in touch with members by e-mail for further input.

b. The term of Beverly Beyer has expired so AP&P will be searching for a replacement.

c. Dr. Parnell queried the members about anything they would like to put on a wish list for the DEC Committee. Dr. O'Neil responded that as part of the SB70, he will be converting one of the business labs into a Second Life lab. They will offer training on Fridays and Saturdays for faculty as well as those in the community. He will also be conducting a luncheon this fall that will include a person who is involved in Second Life as part of SB70. Mr. Krynen also made mention that he has come into contact with a program thru Droid called "Layer" that allows you to incorporate the camera in your phone and it will show up on your computer. It will allow you to point the phone at a building and it will respond with what that building is and what it contains. Dr. Parnell suggests that we look for other colleges that we could visit to see what they have going that we could incorporate as resources.

9. ADJOURNMENT - A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:28 PM. Motion carried.

pag