



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
SEPTEMBER 22, 2009
3:30 p.m. – 4:30p.m. Room BE 245**

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 26, 2009
 - b) August 25, 2009
 - c) September 8, 2009
- 5) ACTION ITEMS**
 - a) None
- 6) DISCUSSION ITEMS**
 - a) Select ACTT members
 - b) Committee Composition Revision
- 7) REPORTS**
 - a) Overview of new Blackboard Version (Greg)
 - b) Podcasting workgroup
 - c) Orientation workgroup
 - d) Accessibility workgroup
- 8) OTHER**
- 9) ADJOURNMENT**

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

September 22, 2009

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Dr. Tom O'Neil	Shirlene Thatch	Mike Wilmes
Dr. Nancy Bednar	Ken Sawicki		One guest
John Vento	Kristine Oliveira		
Dr. Mark McGovern	Greg Krynen		
Dr. Youssef Ezzeddine	Sheronda Meyers		
Beverly Beyer	Dr. Forte-Parnell		
Connie Moise			
Bonnie Curry			

1. CALL TO ORDER AND ROLL CALL

Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at 3:35 PM.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Rick stated that he was very pleased that the committee is working toward the completion of the ACTT. We are one step closer and hopefully will finalize at the next meeting. Dr. Parnell is absent at this time.

3. OPEN COMMENTS FROM THE PUBLIC

- We did have one guest attend the meeting today (name unknown) and he was curious about what the DEC does and how it interacts with the college. Rick gave him a synopsis of the charter and direction of the committee.

4. APPROVAL OF MINUTES

- Mays 26, 2009 – a motion was made by Dr. Bednar and seconded by Beverly Beyer to accept the corrected minutes. With no further discussion, the minutes were approved.
- August 25, 2009 – a motion was made by Dr. O'Neil and seconded by Dr. Bednar to approve the minutes as written. With no further discussion, the minutes were approved.
- September 8, 2009 – a motion was made by Dr. Bednar and seconded by Dr. O'Neil to approve the minutes. One correction was noted on page 1, 6a, line 4 – take out the www before avctest.blackboard.com. With no further discussion and with one abstention, the minutes were approved.

5. ACTION ITEMS

- None

6. DISCUSSION

Select ACTT members – as a follow-up to the survey that had been sent out, Rick brought up the results onscreen. It listed the names of nominees from committee

members representing different areas of the campus. These people would be the contact point between their specific area and ITS in relation to any problem that may occur. The people who would be willing to do so are: Computers – Jim Bowen; ESL – Pricilla Jenison; Geography – Mike Pesses; Music – Laura Hemenway; Nursing – Casey Scudmore; Office Technology – Lori Young; Social and Behavioral Sciences – Ron Chapman (substituted from Dr. Bednar – need to confirm); Anatomy/Physiology – Stephen Langjahr; Chemistry – Jessica Harper; Business – Glen Buxton (need to confirm). It was noted that not all areas of the campus were covered. Rick, Dr. Parnell and Connie Moise will meet to go over possible names. Rick will make sure by going through the college catalog that we are not missing any disciplines and we may need several within a discipline (Tech Ed). It was suggested that we include a representative from the areas of: math, reading, digital media art, foreign language, engineering (auto cad), and economics. Rick will compile a new list for the next meeting for further discussion and decision.

- b. Committee Composition Revision** – a concern has arisen that needs to be brought to the attention of the committee that a mistake had been made in allowing one too many faculty members be appointed. At the meeting of October 28, 2008, a resolution had been placed before the committee to change the counseling position to an IMC representative and change the ITS Classified to an ITS Alternative Media Specialist. In order not to increase the number of members on the committee, and represent Counseling and AP&P, two of the faculty positions will be converted to a counselor position and an AP&P rep. The committee approved the recommendation and placed it as an action item on the next agenda. At the next meeting, the item was up for approval and was so approved. This was then sent to the Senate for their final approval in December 2008. At the start of the 2009-2010 year, Rick Balogh (who had been a faculty member) stepped up to the co-chair position and Ms. Kristine Oliveira had applied for a position on the committee and was so approved. At this point, an inadvertent mistake was made in the Academic Senate Office that the committee was still missing one faculty member position. A call went out and was responded to by Dr. Mark McGovern. His position was approved by the Senate and it was at this point that the mistake was noted. After all facts were presented to the committee members, Ms. Oliveira graciously stepped down from the committee to bring it into compliance. It was requested that she forward a resignation e-mail to Rick who will forward it on. All members will receive a copy of the org chart upon final approval. It was noted that we still need to fill the position of Counseling (did Luis Echeverria resign) and the IMC Representative.

7. REPORTS –

- a. CMS Evaluation Workgroup** – Technical Trainer Greg Krynen reported that the test environment for BB9 did not happen as planned. He was unable to log in, from home and AVC, due to an issue between BB and AVC involving passwords. He did show the committee members access to the BB tutorials in the library which will be beneficial to all members of campus. Everyone who is a student or staff has rights to get on the link. He will also be working with Stephen Burns to put some of the tutorials on the main page of avc.edu as well as possible videos. There was a stated concern that the BB link at the bottom of the AVC main page should be more pronounced. But it was stated that the link is also found within the student site. Most students have it included in their syllabus so they bookmark it. Greg also relayed that the lessons/labs button will lead to lessons on the new BB9. He would also like to initiate some discussion boards in regard to BB9.

We will wait until next meeting to have a more thorough presentation on BB9 (provided it is up and running by then) but it was felt that we should not let other faculty members now about it until it happens. We could pass on the word, though, about the training that is available online.

- b. Podcasting Workgroup - Bonnie and Youssef are working on the document and will have it soon.
- c. Orientation Workgroup – Dr. Bednar felt that we should provide an assessment for “are you ready to be an online student”? Long Beach City College has a great orientation. It was suggested that we review it at the next meeting and if applicable, get approval from them to use.
- d. Accessibility Workgroup – Ken reported no accessibility issues at this time.

8. OTHER

- The next meeting will be October 13 and will be held in Room BE245.
- Ms. Sheronda Myers, ASO rep, corrected her last name for the records.

9. ADJOURNMENT

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:35 PM. Motion carried.

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