



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
September 8, 2009
3:30 p.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) Distance Education Committee meeting – May 26, 2009; August 25, 2009
- 5) ACTION ITEMS - None**
- 6) DISCUSSION ITEMS**
 - a) Blackboard 9 test environment implementation
 - b) Review of survey results
 - c) Begin selection of faculty for Academic Computing and Technology Team
- 7) REPORTS**
 - a) CMS Evaluation Workgroup
 - b) Podcasting workgroup
 - c) Orientation workgroup
 - d) Accessibility workgroup
- 8) OTHER - None**
- 9) ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

September 8, 2009

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

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

- The meetings will be held on the second and fourth Tuesdays of the month from 3:30 – 4:30 PM.
- Rick made the comment that the make-up of the committee needs to be determined and to decide if we should keep it the way it is or make changes and send to Senate for approval. He also requested that each attendee state their name and their background.
- The second co-chair, Dr. Forte-Parnell, is not available to attend and did not have any comments to share with the committee.

3. OPEN COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

The meeting minutes from the August 25 meeting were not available for approval. The minutes from the May 26, 2009 meeting were available as handouts but due to the length of time since that meeting and the length of the minutes, it was decided that both sets of minutes would be presented for approval at the next meeting.

5. ACTION ITEMS

- None

6. DISCUSSION

- Blackboard 9 test environment implementation**– Mr. Mike Wilmes gave us the update on the Blackboard 9 test environment. It will be up and functional on Saturday, September 19. To access the BB9 test environment, you would log into the website at avctest.blackboard.com. You would log into it just like normal BB and upon entry, you will find your students. Technically, the students could access this site and the faculty

could start teaching class from this website but he does not recommend it. He recommends that Greg become proficient before anyone takes on this challenge. He did bring up the concern of what would happen to classes that are already in there when we go to the production mode in December. He indicated that the content would be there but since BB9 has a different look than BB7, it would be there but you would not see it as before. He would like to see faculty work with Greg in the test environment mode to see how their course will look in BB9 and then export their class out of the test environment and into the production mode by intersession. He made the suggestion that for most of faculty that they export an existing course that they teach in the current production environment into the test environment to see what their class would look like from day one. That will give them a chance to see what changes appear and the opportunity to change them before going into the BB9 production mode so they will not be surprised.

Dr. Bednar recommended that as a committee, we spread the word to all faculty. Greg informed the committee that the BB Training Shell has all instructors and employees on campus uploaded. He will be putting in some quick guides for the export and import into the test environment. There will be discussion boards listed and how-to tips with access to all. It was made note that the flex activities associated with BB9 would be good opportunities for anyone to learn the new system.

Mike informed the committee members that the current enrollment of students will be the ones imported into the new system, but not the course data. Each instructor must keep in mind that the test environment is an empty shell. A question came up about the longevity of BB7. Once BB9 comes online, all courses prepared in the BB7 format will come into the new one but will not look like it did previously. Once we enter 2010, there will be no BB7. You can put your courses into the test environment right now and everything will look like BB7, but once we move to the production mode, all course data will move to the look of BB9. The date for the move is the second Monday after the fall semester ends. This coincides with the requirement that all grades need to be turned in by the previous Friday. If you do not have this done, the BB data becomes unavailable for two days (thru Christmas), so all faculty need to be in on time. Rick and Mike will send out this information by e-mail.

A question came up about how we are going to contact students about this change and what they would need to do. Mike stated that from a continuity standpoint, a student will not be interrupted in the middle of a class (changeover will occur over the Christmas break). What will change for the students is that they will be learning the new look and feel of BB9 as well as its content. Teachers need to learn the new system over the Christmas break and be prepared to help their students when intersession or spring begins, whichever timeframe they are teaching. Connie also suggested that Rick and Mike send to students a short but exciting message about the changes, somewhat like we did with the new MyAVC site. It would be a good idea to target the students who are enrolling in intersession and spring sessions. The suggestion was made to have Greg give a 5-10 minute presentation on the new system at the next meeting. Also, put the message out on AVC Facebook to inform the students.

- b. Review of survey results—** Rick relayed that we received 51 responses to the survey. He will e-mail the results to all members. The results will be very helpful. It was suggested

that the committee nominate members of their respective divisions to work with the committee on issues. If there are any areas not represented, Rick will contact them. Please relay these names to Rick with a deadline of one week. Our ASO rep, Ms. Meyers, felt it is very important to bring students back to the basics and not rely on text messaging, etc.

- c. Begin selection of faculty for Academic Computing and Technology Team**– as a recommendation from the STRATA Team Report that the DEC should be working as a team, Rick Balogh, Connie Moise and ITS worked this summer to create the ACTT. The idea is to have chosen faculty, all ITS members, including lab techs, and IMC working together to come up with solutions to problems. This group will be very large but each person will only contribute a small portion to create tangible actionable outcomes. If there were no issues to resolve, the members would not come to the committee meeting – only when something needs to be solved and approved by the committee members. Connie is very glad that this step has been taken because it opens up the opportunity for all team members to be stakeholders. They will be the ones who can fix the problems for the area they are responsible for.

7. REPORTS –

- a.** CMS Evaluation Workgroup – decision on CMS choice done – Blackboard 9.
- b.** Podcasting Workgroup - check to make sure the iTUNES contract is finished.
- c.** Orientation Workgroup – need to reconfigure this workgroup.
- d.** Accessibility Workgroup – Rick will have Ken Sawicki work on accessibility, especially with Blackboard 9.

8. OTHER

- The next meeting will be September 22 and will be held in Room BE245.
- Rick will bring to the next meeting a list of the actual members of the committee.

9. ADJOURNMENT

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:34 PM. Motion carried.

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