



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
September 9, 2014
3:30 p.m. to 4:30 p.m.
L 201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE CHAIRS
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
 - a. Minutes – May 13, 2014 DETC Meeting (attachment)
5. DISCUSSION ITEMS
6. ACTION ITEMS
7. ANNOUNCEMENTS
8. ADJOURNMENT (to a tour of AVC IT Facilities led by Mike Wilmes)

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1. **CALL TO ORDER AND ROLL CALL**

The Distance Education and Technology Committee (DETC) meeting of September 9, 2014 was called to order at 3:36 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

Dr. Nancy Bednar welcomed members to the first meeting of the Members gave self-introductions.

2. **OPENING COMMENTS FROM THE CHAIRS**

- Dr. Parnell shared the following email from Ms. Bonnie Peters, Chief Student Services Officer:

Hello Dr. Charlotte Forte-Parnell,

Please allow me to re-introduce myself. My name is Bonnie Peters, Chief Student Services Officer California Community College Online Education Initiative (OEI). This email is a follow up to my voicemail.

As you are aware your institution has been selected as a pilot college to assist with the implementation of the Online Student Readiness component of this new California state online education initiative. You have been identified as a point of contact for this venture, and I would like to request a preliminary meeting with you, and with four or five key campus personnel, who you believe would most likely be involved in the implementation of the Readiness modules at your college. I recommend possibly, a counseling representative, an online instructor, a matriculation representative, and an IT representative.

Some of the items to be discussed at the requested meeting are as follows:

A quick overview

The MOU between the pilot colleges and the OEI

A review of the prototype (if it is available at that time)

Best ways to implement within your existing LMS

Will the tool require authentication

How to get students to complete the modules

Research

Expected Launch time and date

And more

The OEI's readiness modules currently being referred to as "Quest for Online Success" are under development. Quest for Online Success will include an online readiness assessment, which will then lead the user to highly interactive, attention grabbing, short learning modules. If utilized appropriately, your students will be equipped with useful information, which may be used to enhance their performance and success in online classes.

Please select an appropriate date and time within the first week or second week of October, whereby we can have a CConfer meeting or (if it is possible on my end), an in-person meeting. I will work my schedule around whatever date you choose.

If you have any question, please feel free to contact me via email or call 619 204 7684.

Thank You.

Bonnie Peters
Chief Student Services Officer (CSSO)
California Community Colleges Online Education Initiative (OEI)

The following personnel were identified to meet with Ms. Peters:

- IT Representative: Rick Shaw
 - Online Instructors: Dr. Nancy Bednar, Angela Shaheen
 - Dr. Bednar will ask Gary Roggenstein and Dr. Erin Vines to identify someone from Counseling & Matriculation to serve on the OEI Task Force.
- Dr. Nancy Bednar encouraged members to consider taking her place as DETC Chair when her term ends in 2015.
 - Dr. Bednar reported interest in Massive Open Online Course (MOOCs) has fizzled away.
 - Dr. Bednar reported her goal this semester is to work on policies.
 - Dr. Bednar reported AVC has started year #3 of the Blackboard contract.
 - Dr. Bednar reminded members all documents must be properly formatted for screen reader users. This issue will need to be addressed as part of accreditation.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. O'Neil reported Admin Council addressed the idea that students may no longer crash classes. Crash lists will disappear and waitlists are in discussion at this time.
 - Ms. Angela Shaheen reporting receiving 200 emails from students trying to crash her course. She was unable to return calls and emails. One student reported her to the President's office. The student was frustrated as the admin and faculty member did not return calls. Members discussed the need for a solution - possibly an automated response when a class is full.

4. APPROVAL OF MINUTES

- a. Minutes – May 13, 2014 DETC Meeting (attachment)
A motion made and seconded to approve minutes of the May 13, 2014 DETC meeting. Motion carried with corrections. Three (3) abstentions.

5. DISCUSSION ITEMS

Dr. Bednar reported she will sit with Dr. Parnell to come up with goals and review the DETC mission statement. Dr. Parnell will push forward with the Distance Education plan for the campus.

6. ACTION ITEMS

7. ANNOUNCEMENTS

Mr. Rick Shaw reported updating the test instance of Blackboard to the current version, and will be assessing it through the semester. Upgrade production instance will take place during the semester break.

8. ADJOURNMENT (to a tour of AVC IT Facilities led by Mike Wilmes)
 The Academic Senate meeting of September 9, 2014, was adjourned at 4:21 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs. Interested members took a tour of AVC IT facilities, led by Mr. Mike Wilmes.

MEMBERS PRESENT			
Dr. Nancy Bednar	Candace Martin	Ken Sawicki	Megan Turrill
Dr. Charlotte Forte-Parnell	Ron Mummaw	Rick Shaw	
Diane Flores-Kagan	Dr. Tom O'Neil	Jayne Star	
Dr. Scott Lee	Angela Shaheen	John Toth	
MEMBERS ABSENT			
Scott Tuss			
GUESTS/EX-OFFICIO			
Greg Krynen	Mike Wilmes	Charles Hood	

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