



**ANTELOPE VALLEY COLLEGE**  
**DISTANCE EDUCATION COMMITTEE AGENDA**  
**April 27, 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) December 8, 2009
  - b) March 9, 2010
- 5) ACTION ITEMS**
  - a) None.
- 6) DISCUSSION ITEMS**
  - a) Presidium Services Meeting on April 29-- Connie Moise
  - b) Verification of online student identity -- Rick Balogh
  - c) Substantive change report -- Dr. Forte-Parnell
  - d) Online course attendance policy -- Beverly Beyer
  - e) Online courses offered at AVC by degree requirement -- Rick Balogh
  - f) Review draft of Online Orientation Presentation prepared by Steven Burns
  - g) Recent Blackboard up-grade changes
  - h) Who Owns Online Courses? – Dr. Forte-Parnell
- 7) REPORTS**
  - a) Podcasting workgroup
  - b) Orientation workgroup
  - c) Accessibility workgroup
  - d) ACTT--Rick Balogh
  - e) ATM—Rick Balogh
  - f) eLearning Conference Report -- Rick Balogh
- 8) OTHER**
  - a) Tech Ed – Pasadena, April 11-13, 2010
  - b) Student / Faculty Surveys
- 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



## ANTELOPE VALLEY COLLEGE

### DISTANCE EDUCATION COMMITTEE MEETING

April 27, 2010

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rick Balogh	Mike Wilmes	Shirlene Thatch	
Maggie Drake (proxy for Dr. Parnell)	Connie Moise	Youssef Ezzeddine	
Dr. Nancy Bednar	Denise Walker (Proxy for Bonnie Curry)	Mark McGovern	
Beverly Beyer		Dr. Tom O'Neil	
John Vento		Sheronda Myers	
Joseph West			
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** – Mr. Balogh relayed that Dr. Parnell would be unable to attend today's meeting. The comments he has as a committee co-chair will be relayed in items further in the meeting agenda.

- 3. OPEN COMMENTS FROM THE PUBLIC** – none

- 4. APPROVAL OF MINUTES** – the December 8, 2009 meeting minutes were presented to the committee for approval. Mr. Balogh asked for a motion to approve. A motion was made and seconded and with no further discussion or correction, the minutes were approved. The March 9, 2010 meeting minutes were presented to the committee for approval. Mr. Balogh asked for a motion to approve. A motion was made and seconded and with no further discussion or correction, the minutes were approved.

- 5. ACTION ITEMS** - None

**6. DISCUSSIONS ITEMS**

**a. Presidium Services Meeting on April 29 (Connie Moise)** – representatives from Presidium will be here at the college on Thursday, April 29, at 8:00 a.m. in Room L214. Ms. Moise has received from one of the contacts at Presidium a website link that has detailed statistics of calls by category that has come into the system. Right now, it is not very workable to share or to create a document to share totals over time. The group could look at it later and see if it can be compiled into summaries. Dissatisfaction with Blackboard is handled by Presidium and it has evolved into dissatisfaction with them that

has necessitated this meeting. The people coming are overseers. They will be just addressing the general issues of service and how it could be improved. They will not be here to micro-manage a specific problem. Some of the concerns relayed by faculty is that they do not appear to be proficient, they should have knowledge of consistent problems that have been registered before and that they should answer the phone 24/7 (one complaint was that no one answered the phone). We pay \$25K a year for this service but it is incorporated into the Blackboard contract.

**b. Verification of online student identity (Rick Balogh)** – Mr. Balogh received information from Mr. Price of the State Accreditation Commission that the current level of password ID is sufficient for now.

**c. Substantive Change Report (Rick Balogh/Dr. Forte-Parnell)** – Mr. Balogh and Dr. Forte-Parnell are preparing what certificate programs we have available online. This comes to over 50% and we must report this number to the state. Mr. Balogh informed the members that most of the AA degree can be taken online and he has placed this information into the DEC group website.

**d. Online course attendance policy (Beverly Beyer)** – AP&P had their meeting last week but this document was not on the agenda. Mr. Balogh read the policy to the members present and Beverly gave comments. It was pointed out that the last sentence of the third paragraph should be changed to: If a student fails to complete the specific activities by the posted due date, then he or she will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor.

**e. Online courses offered at AVC by degree requirement (Rick Balogh)** – Mr. Balogh relayed to the committee members that he has posted to the DEC group site the number of courses that are taught online. This information would be helpful for students who live a distance from the college.

**f. Review draft of online orientation presentation prepared by Stephen Burns** – Mr. Balogh will table this item to the next meeting and ask Mr. Burns to attend, if possible.

**g. Recent Blackboard upgrade changes (Mike Wilmes)** - Mr. Wilmes explained that the first change was the physical piece of equipment that Blackboard was moved to. The second thing was a Hotfix that was to fix known issues. Unfortunately, the fix seems to have created three times more problems. Some are: instructors cannot see their courses on Blackboard and some students cannot get into their classes. He feels that we have a random bug going through the system. The problem seems so random around campus and between instructors and students that it may be difficult to find the answer. He predicts it may take seven days to fix this. Mr. Vento also feels that now his Blackboard is running so much slower than before. Mr. Wilmes stated that if you have changed your page to suit you, it will make it run slower. There also seems to be a problem in posting announcements. The fonts and styles plus quote marks need to be fixed also. Dr. Bednar recommended that she copied all of her material into Notepad and scrubbed it clean and then imported it back into Blackboard.

It was asked that should there be BB problems, should we create a new e-mail account to report them to. Ms. Moise feels that we would lose the statistical data that we get from our established e-mail and phone extension. It was decided that it would remain as the one already set up. If you go to the help site, which goes to Mike, he will forward to Greg. ~~But Ms. Moise will put something together to help resolve the issue~~ Ms. Moise

will draft a message describing the Blackboard support resources and send it to Rick so that he can distribute it to faculty.

**h. Who Owns Online Courses? (Dr. Forte-Parnell)** – Dr. Parnell asked that the attachment be included with the material for today’s meeting. The question arises that if an instructor creates an online course, who owns that material? Is it the property of the instructor, the college, or is it shared? A question also came up about the material that is created by an instructor for a flex program. The answer is that this is contractual toward the required 60 hours. The union has ratification coming up soon that speaks about online courses so the suggestion was made to speak to Ms. Preschler on this matter. Ms. Drake relayed that there had been intellectual property right policies in the past and the DEC Committee could look into that in regard to online creation. Mr. Balogh and Dr. Parnell will research into the contract further and check with the union.

## 7. REPORTS

**a. Podcasting Workgroup** – there is no report from the group, but Mr. Balogh mentioned that he is totally involved with Podcasting and it is working well in class. He also uses JUICE to view movies. Ms. Moise made mention that we have a space constraint at this time. We should make an analysis of our storage space due to the fact that we have a limited amount and we are beyond our limit. A request should be made of the group to research this and make recommendations. ITS will give support to do this.

**b. Orientation Workgroup** – Stephen Burns to be invited to the next meeting.

**c. Accessibility Workgroup** – Mr. Sawicki relayed that he needs to create a fake course shell. Will check with Mr. Krynen for help on this.

**d. ACTT – Rick Balogh** – items are still coming into the team but not as many as Mr. Balogh had hoped for. Whenever he encounters someone who asks him a question, he refers them to their appropriate contact with ACTT. There needs to be more encouragement to use this resource.

**e. ATM – Rick Balogh** – ATM (Academic Technology Mentoring) has really taken off since it was started. After the e-mail came out, the MAC people just took the initiative and ran with it. He hopes that more people (right now we have 8) will join the team. Mr. Balogh also queried the committee members if mentoring should receive flex credit. Ms. Drake felt that it would be applicable to an individual project but checking with the Faculty Professional Development Committee would be advisable.

**f. eLearning Conference Report – Rick Balogh** – Ms. Balogh went to this conference in Texas as well as the TechEd in Pasadena. He felt both were very good and educationally beneficial. He will put on the group website some of the highlights that he felt should be passed on. He will place them in categories.

As a side note, Mr. Balogh spoke of the new Math and Science Building which will contain the Antelope Valley Virtual Classroom. With the assistance of the Air Force, they will purchase a 40,000 lumens projector that will not only show stars but ~~anything else in addition~~ videos as well. It can be used for 3D movies and objects in math and science (need glasses to view) plus if the students are working on their PC tablets (74 wireless), they can drag and drop their information onto the ceiling where others can manipulate and change, so it works like the next-generation electronic whiteboard. And it will work for 3D Second Life (half the ceiling). The cost will be in excess of \$1M.

## 8. OTHER

**a. TechEd Conference** – please refer to notes above.

**b. Student/Faculty surveys** – it has become apparent that surveymonkey needs updated security. It allows a person to gain access to a survey when they should not be allowed in. It was discovered by one of the non-tenured faculty who clicked on links for their assessments.

**9. ADJOURNMENT** - A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:37 PM. Motion carried.

pag

and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.