



**ANTELOPE VALLEY COLLEGE  
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE  
AGENDA  
September 8, 2015  
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. April 14, 2015 DETC Meeting (attachment)
5. DISCUSSION ITEMS
  - a. 2014-15 Proposed Mission Statement & Goals – Review (attachment)
  - b. 2015-16 Mission Statement & Goals
  - b. Regular and Effective Contact for Online Courses
  - c. Training for Online Instructors, Faculty Support
  - d. Course Management System: Blackboard, Canvas
6. ACTION ITEMS
7. ANNOUNCEMENTS
8. 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.



# Distance Education and Technology Committee Minutes

Tuesday, September 8, 2015  
L-201  
3:00 p.m. – 4:00 p.m.

**Type of Meeting:** Regular  
**Note Taker:** Nancy Masters  
**Please Review/Bring:** Agenda Packet

**Members Present:**  
Perry Jehlicka, Co-Chair  
Dr. Bonnie Suderman, Co-Chair  
Dr. Charlotte Forte-Parnell, Co-Chair Designee  
Dr. Tom O’Neil, Administrative Member  
Walter Briggs, Counseling Faculty Representative  
Dr. Scott Lee, AP&P Representative  
Priscilla Jenison, Faculty Member  
John Toth, AVFCT Member  
Rick Shaw, ITS Management Member  
Greg Krynen, ITS Technical Trainer  
Mike Wilmes, Blackboard Administrator

**Members Absent:**  
Angela Shaheen, Faculty Member

Items	Person	Action
I. Approval of Minutes	All	a. April 14, 2015 DETC Meeting (attachment) <i>A motion was made and seconded to approve minutes of the April 14, 2015 DETC Meeting. Motion carried.</i>
II. Opening Comments from the Co-Chairs	Perry Jehlicka Dr. Charlotte Forte-Parnell	<ul style="list-style-type: none"> <li>• Perry Jehlicka introduced himself as the new DETC Co-Chair. He looks forward to setting and meeting DETC goals during the coming year.</li> <li>• Dr. Charlotte Forte-Parnell identified priorities of the committee: get campus fully informed on OEI; Blackboard issues; Regular &amp; Effective Contact, ADA Compliance.</li> </ul>
III. Discussion Items		a. 2014-15 Proposed Mission Statement & Goals – Review (attachment) Members reviewed the 2014-15 DETC Goals.



**ANTELOPE VALLEY COLLEGE**

		<ul style="list-style-type: none"><li>b. 2015-16 Mission Statement &amp; Goals Members discussed 2015-16 Goals: OEI, Blackboard vs. Canvas, Regular &amp; Effective Contact, ADA Compliance.</li><li>c. Regular &amp; Effective Contact for Online Courses</li><li>d. Training for Online Instructors, Faculty Support Greg Krynen, Technical Trainer reminded members he is available for training. Perry Jehlicka noted the lack of training for new online faculty. Dr. Charlotte Forte-Parnell identified At-One as a resource.</li><li>e. Course Management System: Blackboard Canvas (Tabled)</li></ul>
<b>NEXT MEETING:</b> September 22, 2015		



## ANTELOPE VALLEY COLLEGE

### DETC Proposed Mission Statement and Goals 2014-2015

#### Mission Statement

The Distance Education and Technology Committee's mission is three-fold: first, to assist in the planning and implementation of Technology Mediated Instruction (TMI) used by instructors and staff in the preparation and delivery of educational materials; second, to provide guidance and recommendations in the pedagogical development and technology in both traditional and distance education courses; and third, to facilitate compliance with accreditation issues involving distance education.

#### Goals

##### *Goals Left over from the 2013-2014 Academic Year*

**Goal #1:** Guided by Strategic Goals 1c and 1e, gain approval for the proposed Regular and Effective Contact with Students Policy sent to the Academic Senate at the end of the 2013-2014 academic year.

**Goal #2:** Guided by Strategic Goals 1c and 1e, collaborate with ITS and other content providers to improve or replace the SORT student readiness tool on the AVC Online page.

##### *Immediate Goals (Current Year)*

**Goal #1:** Guided by Strategic Goals 1c and 1e, collaborate with ITS in identifying and addressing instructional technology issues in the faculty offices, classrooms and the computer labs, including: computers, projection and audio systems, podcasts, and phones (2011-2012 Senate Resolution on Faculty Technology Rights).

**Goal #2:** Guided by Strategic Goals 1c and 1e, create a uniform attendance policy for online courses [ACCJC requires a uniform attendance policy for online classes] for approval by the Academic Senate and the college by the end of the 2014-2015 academic year.

**Goal #3:** Guided by Strategic Goals 1c and 1e, create a document with Recommended Policies and Procedures for Distance Education Classes and a Faculty Handbook for Distance Education for approval by the Academic Senate and the college by the end of the 2013-2014 academic year.

**Goal #4:** Guided by Strategic Goals 1c and 1e, create a Distance Education Master Plan that articulates immediate goals and goals for the next five years to enhance Distance Education. This plan will be coordinated with the AVC Educational Master Plan.

**Goal #5:** Guided by Strategic Goals 1c and 1e, help facilitate AVC's participation in the new California Community Colleges Online Education Initiative [<http://ccconlineed.org/>]

### ***Short-Term Goals (2-3 Years)***

**Goal #6:** Guided by Strategic Goals 1c and 1e, work with the Accreditation Steering Committee to ensure that AVC's online and hybrid courses and programs are in compliance with the Guide to Evaluating Distance Education and Correspondence Education published by the ACCJC and Title 5 of the California Education Code. Any recommendations from the Accreditation Steering Committee will be incorporated into the Faculty Handbook for Distance Education.

**Goal #7:** Guided by Strategic Goals 1c and 1e, recommend that the Faculty Professional Development Committee develop a program for faculty using the CMS for the first time, whether in a fully online or hybrid class.

### ***Long-Term Goal (3-5 years)***

**Goal #8:** Guided by Strategic Goals 1c and 1e, improve retention and success in online courses at AVC.