



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
AGENDA
October 22, 2013
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. October 8, 2013 Minutes – to be provided
5. DISCUSSION ITEMS
 - a. 2013-2014 DETC Mission and Goals
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.



ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
October 22, 2013
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

The Distance Education and Technology Committee (DETC) meeting of October 22, 2013 was called to order at 3:30 p.m. by Dr. Nancy Bednar and Dr. Charlotte Forte-Parnell, Co-Chairs.

2. OPENING COMMENTS FROM THE CHAIRS

Dr. Nancy Bednar welcomed Dr. Ed Beyer – new Academic Senate President, effective December 13, 2013. Dr. Beyer was the founding Chair of DETC.

Dr. Bednar discussed a Program Review is in process for the Academic Senate. Senate Committee Chairs are to review and update duties and goals. Dr. Bednar will include DETC goals in her report.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. October 8, 2013 Minutes

A motion was made and seconded to approve the minutes of the October 8, 2013 DETC meeting, with corrections.

Motion carried with two (2) abstentions.

5. DISCUSSION ITEMS

a. 2013-2014 DETC Mission and Goals

Members reviewed DETC draft of goals.

Dr. Ed Beyer asked if a cost analysis has been conducted for Blackboard. Mr. Rick Shaw explained the agreement expires in 2017, and allows for negotiation to increase storage and users. The cost analysis will be conducted in 2016. Dr. Bednar suggested the cost analysis should be conducted during the 2015-16 academic year. She reported the Chancellor's office is considering a statewide CMS to come with a uniform statewide SMS shell.

Mr. Mike Wilmes reported he is working with faculty who are inappropriately using shells.

Extensive discussion was made to revise the 2013-2014 Distance Education and Technology Committee Goals. Dr. Bednar will send the final draft to Dr. Ed Beyer to reformat.

A motion was made and seconded to move the Goals to an Action Item. Motion carried.

6. ACTION ITEMS

a. 2013-2014 DETC Goals

A motion was made and seconded to approve the 2013-2014 Goals as revised. Motion carried.

7. ANNOUNCEMENTS

None.

8. ADJOURNMENT

The Distance Education and Technology Committee meeting of October 22, 2013 was adjourned at 4:32 p.m by Dr. Nancy Bednar, Co-Chair.

MEMBERS PRESENT		
Dr. Nancy Bednar	Priscilla Jenison	Ken Sawicki
Dr. Charlotte Forte Parnell	Dr. Scott Lee	Jayne Star
Walter Briggs	Ron Mummaw	John Toth
Dr. Charles Hood	Dr. Tom O'Neil	Scott Tuss
Diane Flores-Kagan	Rick Shaw	Sam Adams, ASO Representative
GUESTS/EX-OFFICIO		
Dr. Ed Beyer	Greg Krynen	Mike Wilmes

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Approved: November 12, 2013 Distance Education and Technology Committee Meeting

DETC Mission Statement and Goals

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

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 distance education policy on Regular and Effective Contact with Students (Title 5 and ACCJC require regular and effective contact) for approval by the Academic Senate and the college by the end of the 2013-2014 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, collaborate with ITS and other content providers to improve or replace the SORT student readiness tool on the AVC Online page.

Short-Term Goals (2-3 Years)

Goal #5: Guided by Strategic Goals 1c and 1e, evaluate and provide recommendations to enhance the AVC Online page on the public website (<http://avconline.avc.edu/>).

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.