



<b>Distance Education and Technology Committee Agenda</b>	<b>Tuesday, April 23, 2019 3:00 p.m. - 4:00 p.m., L-201</b>
---	---

**Type of Meeting:** Regular  
**Please Review/Bring:** Agenda Packet

- Committee Members:**  
 Perry Jehlicka, Faculty Co-Chair  
 Greg Bormann, VPAA Co-Chair Designee  
 Administrative Council – *VACANT*  
 Stephanie Mattila, Counseling Faculty Representative  
 Dr. Scott Lee, AP&P Representative  
 Jimmie Bowen, Faculty Member  
 Dr. Rona Brynin – Faculty Member  
 Mary Rose Toll, Faculty Member  
 Mary Jacobs, Faculty Member  
 Ken Sawicki, ITS Alternative Media Specialist  
 John Toth, AVFCT Member  
 Sheri Langaman, Classified Union Representative  
 Dr. Ed Beyer, Instructional Designer  
 Dean LoNigro, ITS Management Member  
 Greg Krynen, ITS Technical Trainer  
 Mike Wilmes, Systems Administrator  
 Shirlene Thatch, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. March 26, 2019 DETC Meeting B. April 9, 2019 DETC Meeting
VI. Discussion Items	Perry Jehlicka	A. AVC Online B. <a href="#">DETC Handbook</a> C. <a href="#">Instructors Intellectual Property</a>
VII. Action Items		
VIII. Adjournment		
<b>NEXT MEETING: 5/14/19</b>		



<b>Distance Education and Technology Committee Minutes</b>	<b>Tuesday, April 23, 2019 3:00 p.m. - 4:00 p.m., L-201</b>
--	---

**Type of Meeting:** Regular  
**Please Review/Bring:** Agenda Packet

**Committee Members:**  
 Perry Jehlicka, Faculty Co-Chair  
 Greg Bormann, VPAA Co-Chair Designee  
 Administrative Council – *VACANT*  
 Stephanie Mattila, Counseling Faculty Representative  
 Dr. Scott Lee, AP&P Representative  
 Jimmie Bowen, Faculty Member  
 Dr. Rona Brynin – Faculty Member  
 Mary Rose Toll, Faculty Member - *ABSENT*  
 Mary Jacobs, Faculty Member  
 Ken Sawicki, ITS Alternative Media Specialist  
 John Toth, AVFCT Member  
 Sheri Langaman, Classified Union Representative  
 Dr. Ed Beyer, Instructional Designer  
 Dean LoNigro, ITS Management Member  
 Greg Krynen, ITS Technical Trainer - *ABSENT*  
 Mike Wilmes, Systems Administrator - *ABSENT*  
 Shirlene Thatch, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	I. 3:04 pm
II. Approval of Agenda	Perry Jehlicka	II. Approved, no abstentions
III. Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	III. Perry gave an update to the Senate. He also talked about the job description for the Instructional Design position, and how this position will function, where it will be placed, and if it will offer workshops like the kinds Dr. Beyer now offers. This job is supposed to be announced shortly. Every college handles this position differently. It is set to be CMS, so it won't be a teaching position. Dr. Beyer and Greg Krynen will continue doing workshops for now, until this position is filled.  IV. Greg discussed OEI and mentioned that a couple more colleges are now linked. Other colleges are still working on it. It will probably be another year before AVC will be included.
IV. Open Comments from the Public		V. None.
V. Approval of Minutes	All	VI. March 26, 2019 DETC Meeting – Approved, 1 abstention VII. April 9, 2019 DETC Meeting – Approved, 1 abstention
VI. Discussion Items	Perry Jehlicka	VIII. AVC Online – Perry asked the committee if they wanted to continue working on the AVC online

		<p>project this fiscal year, or wait until July? Dean will try to clean up the current website, and remove old/incorrect info. The new Instructional Design position may be able to work on this, once hired. Dean suggested submitting a Helpdesk ticket to get this started.</p> <p>IX. <a href="#">DETC Handbook</a> – Perry discussed the Best Practices section, which is written for beginners rather than pro’s. Added the rubric, but it’s still very much a work in progress. Dean’s will need training so they can approve and review online classes. Instructional Design position may be able to handle this as well. Perry requested feedback from the committee on the wording and procedures.</p> <p>X. <a href="#">Instructors Intellectual Property</a> – when a teacher stops teaching an online class (moved to another class), can their shell be given to another instructor for use or should the shell be empty for the next instructor? Checks and Balances are needed for situations like this. The former instructor was told that their class was being given to another teacher, but the shell was not emptied, which the former instructor was not told about. Some wording about this could be added to the handbook, and should be brought to the Dean’s attention. Perry will look into this further and get back to the committee.</p>
VII. Action Items		XI. None
VIII. Adjournment		XII. 3:47 pm
<b>NEXT MEETING: 5/14/19</b>		