



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
September 23, 2008
4:00 p.m. – Room SSV 151**

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) Distance Education Committee meeting – September 9, 2008
- 5) ACTION ITEMS**
 - a) Blackboard Contract Oversight
- 6) DISCUSSION ITEMS**
 - a) Hybrid Scheduling
 - b) Distance Education Regulations - Accessibility
 - c) DEC Membership Realignment
- 7) REPORTS**
 - a) CMS Evaluation Workgroup
 - b) Podcasting workgroup
 - c) Orientation workgroup
 - d) Accessibility workgroup
 - e) Online Training workgroup
- 8) OTHER**
- 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 and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING

September 23, 2008

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Nancy Bednar	Charlotte Forte-Parnell	Richard Balogh	Stephen Burns
Beverly Beyer	Tom Hutchison	Connie Moise	
Ed Beyer	Greg Krynin (proxy)	Mike Wilmes	
Bonny Curry	Dr. Tom O'Neil		
Luis Echeverria	Shirlene Thatch		
Youssef Ezziddine	Sharon Wilson		

1. CALL TO ORDER AND ROLL CALL

Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 4:03 p.m.

2. COMMENTS FROM THE COMMITTEE CO-CHAIRS

- Mr. Beyer extended a greeting to the new appointed committee members. Introductions were performed
- The procedure for evaluating tenure track faculty who teach online classes was distributed to committee members for review. The draft was created by former Union Committee representative Jennifer Gross (current Tenure Evaluation Coordinator) and Ted Younglove, Director of Institutional Research and Planning.
- The Fall 2008 Online Journal posted a publication on *Predicting Student Performance in Web Based Distance Education Courses Based on Survey Instruments Measuring Personality Traits and Technical Skills*. This publication has been posted to the Distance Education Group web page for complete review of result findings.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

A motion was made and seconded to approve the September 9, 2008 Distance Education Committee meeting minutes. A change to the Members Present list is needed to reflect accurate attendance. Motion carried as amended.

5. ACTION ITEMS

a. Blackboard Contract Oversight

A motion was made and seconded to approve the recommendation to transfer the responsibility of the Blackboard Contract oversight to Ms. Connie Moise, Director of Information Technology Services. Motion carried.

6. DISCUSSION

a. Hybrid Scheduling

Mr. Ed Beyer reported some of the issues impacting hybrid course scheduling. Hybrid courses incorporate alternative methods of instruction (ITV) as well as a couple face to face campus meeting days of instruction for testing, etc. Some faculty teaching hybrid courses do not provide course meeting information (dates and times) in a timely manner to include information in the publication of the schedule of classes, which adversely impacts students and creates unnecessary

problems with trying to identify an open classroom. One of the plausible solutions is to require faculty to submit all hybrid course information to include in the schedule of classes so students are aware of the campus meeting dates when reviewing the course description. Mrs. Beverly Beyer stated AP&P (Academic Policies & Procedures) Committee recommends faculty forward course information to Deans prior to the publication of the schedule of classes and only include a standard description for these courses indicating campus meeting dates can be accessed via AVC Web site. The website would detail specific hybrid courses information, including campus meeting dates, and room locations. Ms. Beyer stated including individual course information for individual hybrid classes would become very labor intensive for Ms. Nancy Caselli therefore to avoid adding to the current workload AP&P recommends for the course information be forwarded to the Deans in a timely manner to post to the website in conjunction to the publication of the schedule of classes. Mr. Stephen Burns, Website Administrator, stated he would further discuss this situation with Mr. Steve Standerfer and Connie Moise to determine a recommendation of how to proceed.

b. Distance Education Regulations - Accessibility

Mr. Ed Beyer reported the System's Office has published Distance Education Regulations and Guidelines, which stipulates Distance Education course material must be updated every six (6) years. Several courses in the Distance Education program must update course information and complete a revised TMI form to submit to the DEC for approval. In addition, the guidelines include specific regulations to meet accessibility requirements, which is a major issue that needs to be discussed and addressed. Currently, the committee has not established an accessibility policy and procedure for DE courses, but need to begin working on this task. Discussions are occurring on how to go about allowing faculty access into online courses to review accessibility accommodations in place or needed. The committee may want to create an accessibility checklist to assist DE faculty in meeting accessibility requirements. Mr. Ken Sawicki will be the primary accessibility resource for faculty needing additional assistance in obtaining accessibility compliance. Mr. Beyer reported there are some collective bargaining issues that will be addressed during the accessibility workgroup report.

c. DEC membership Realignment

The DEC Membership Realignment workgroup did not have adequate time to provide a recommendation on membership and mission changes. Mr. Beyer requested for two additional committee members to work with Ms. Shirlene Thatch in reviewing membership needs and mission revisions. Mr. Tom Hutchison and Ms. Bonnie Curry volunteered to partake in addressing membership needs and mission revisions.

d. .5 unit Prerequisite Online Orientation

Committee members engaged in a brief discussion regarding the possible implementation of a half unit DE orientation course. Currently, other colleges are being polled to determine how they include an Online Orientation course. Ms. Beverly Beyer stated she would address the idea of including a prerequisite Online Orientation course on DE forms with AP&P and provide a brief report of the outcome at the next DEC meeting.

7. REPORTS

a. CMS Evaluation Workgroup -

Dr. Tom O'Neil, Dr. Nancy Bednar, Ms. Connie Moise, and Mr. Luis Echeverria will be working to evaluate alternate Course Management System. Dr. Tom O'Neil reported he would be presenting the taskforce mission at the next Dean's meeting for input. Mr. Greg Krynin announced he has been reviewing alternate management systems and reviewing converting course information material.

b. Podcasting Workgroup

Ms. Shirlene Thatch reported at the end of the spring semester Podcasting information was transferred to a new server and experienced some difficulties. Podcasts are currently accessible from both servers until a full conversion of information can be obtained. In addition, Dr. Fisher charged the IMC and ITS to began working together to provide alternate Podcast audio formats. Podcasts are currently being offered in the following audio formats: MP3, WMV, and iTunes. The MP3 format is working well. The process of converting PowerPoint presentations to a WMV format is proving to be a difficult task. The issue of accessibility will be addressed as soon as more podcasts are converted to both formats. Mr. Beyer announced a volunteer is needed to assist Ms. Shirlene Thatch and Mr. Mike Wilmes in continuing the efforts of the Podcasting workgroup. Dr. Youssef Ezzeddine volunteered to work with Ms. Shirlene Thatch and Mike Wilmes in addressing future Podcasting issues.

c. Orientation Workgroup

The following committee members volunteered to work and gather more information on how an Online Orientation can be included as part of the DE program: Dr. Tom O'Neil, Dr. Nancy Bednar, and Mr. Luis Echeverria. They will gather information about how other colleges include an online orientation in their Distance Education programs. There were some questions posed to workgroup members to take into consideration when gathering information.

1. If the Online Orientation is "canned" could the course be offered as a podcast?
2. Would a student have to perform an orientation for every online course they take?

Dr. Tom O'Neil stated all information obtained from other colleges will be presented at future DEC meetings.

d. Accessibility Workgroup

Workgroup members consist of Mr. Rick Balogh, Sharon Wilson, and Dr. Youssef Ezzeddine. Members of this workgroup have been charged to address Distance Education Accessibility Guidelines from the System's Office to move towards complete compliance. Members were requested to establish a method to assist faculty out of compliance. A committee member suggested creating an accessibility checklist and forwarding this document along with the System's Office Guidelines to faculty teaching online courses to determine if their courses meet accessibility requirements. Workgroup members were charged to define the issues and forward a recommendation on how to implement an accessibility procedure for the DE program.

e. Online Training Workgroup

The issues relating to Online Training workgroup have been completed.

8. OTHER

- Dr. Tom O'Neil announced he would be attending a conference for the Intellicom Group, which we are part of the consortium. All information obtained at the conference will be presented at the next DEC meeting

9. ADJOURNMENT

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:58 p.m. Motion carried.

gmk