ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
October 26, 2010
3:30 p.m. – 4:30p.m.   Room BE243
Future meetings this semester will occur at the same time, same room on
November 9 and 23

To conform to the open meeting act, the public may attend open sessions

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1) **CALL TO ORDER AND ROLL CALL**

2) **COMMENTS FROM THE COMMITTEE CO-CHAIRS**

3) **OPENING COMMENTS FROM THE PUBLIC**

4) **APPROVAL OF MINUTES from the 10/12/10 informational meeting**

5) **DISCUSSION ITEMS**
   a) Corrections/additions to SORT questionnaire in our Online Orientation (SORT is currently at this address
   http://www.avc.edu/onlineorientation/sort/
   please visit this address and make a list of corrections and additions you want to make and bring them to them to today's meeting – Rick Balogh
   b) Latest Survey of Faculty – Dr. O'Neil
   c) CA 103, 107 lab concerns – Dr. O'Neil
   d) Revise DEC Mission Statement – Rick Balogh
   e) Continue discussion of provision for faculty to download software – Rick Balogh

6) **REPORTS**
   a) Podcasting workgroup
   b) Accessibility workgroup

7) **OTHER**

8) **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE
October 26, 2010

MEMBERS PRESENT			ABSENT MEMBERS
Rick Balogh	Priscilla Jenison	Ken Shafer	Dr. Nancy Cholvin
Dr. Nancy Bednar	Greg Krynen	Mike Wilmes	
Bonnie Curry	Connie Moise	Joseph West	**GUEST PRESENT**
Dr., Youssef Ezzeddine	Dr. Tom O'Neil		Harry Guess
Dr. Forte-Parnell	Ken Sawicki		

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Rick Balogh, Distance Education Committee Co-Chair, called the meeting to order at 3:31 p.m.

2. **OPEN COMMENTS FROM THE CHAIR**
   - Mr. Rick Balogh reported at the September 28, 2010 DEC Meeting the Technology Review and ITS Senate Resolution was distributed as part of the DEC Agenda information packet. The information was included as an attachment to the minutes so committee members have a personal copy of the information in order to move forward with future DEC business.
   - Ms. Patricia Márquez will be a guest at the November 9, 2010 DEC meeting to provide the committee with a clear understanding of the Accrediting Teams' assessment of campus recommendations related to technology.

3. **OPEN COMMENTS FROM THE PUBLIC**
   - Ms. Gloria Kastner stated one of the recommendations handed down by the visiting Accreditation Team was the need to accurately document discussions which lead to a change in operational decisions. It is imperative to depict the entire cycle of dialogue through discussion, analysis, and changes made as a result of discussions. It was very evident the evaluation team was focused on how we "close the loop" in the cycle of evaluation. There are some gaps in evidence especially in various committees and department meeting minutes. It is imperative that committee members not deviate from the agenda topics in efforts to making the process easier to complete for those transcribing minutes. In addition, the committee as a whole is responsible in ensuring minutes accurately reflects the dialogue, is concise, and depicts how decisions are made based on discussion and analysis of issues.

4. **APPROVAL OF MINUTES**
   a. **October 12, 2010 (attachment)**
   A motion was made and seconded to approve the October 12, 2010 DEC Committee minutes as corrected. Motion carried with one abstention.

5. **DISCUSSION ITEMS**
   a. **Corrections/Additions to SORT Questionnaire in our Online Orientation – Rick Balogh**
   Mr. Balogh reported he received an email from the State of Georgia's Board of Governors which indicated AVC has been given permission to use the SORT Questionnaire questions as part of AVC's Online Orientation. Some revisions to questions and content will need to be revised and tailored to AVC. Currently, Mr. Balogh is collecting revision requests but would like to finalize the process in efforts to get the orientation up and running as soon as possible, but prior to going public the site should be thoroughly tested to ensure accessibility issues have been addressed.

Committee members engaged in a discussion whether to appoint a point person from the committee to send revision information or whether the committee felt comfortable in simply sending the revision requests directly to Mr. Stephen Burns, AVC Web Master. Ms. Moise stated in not having an appointed member to review revision requests there may be instances where revision requests conflict with each other. She advised appointing a member from the committee to avoid any potential conflicts. Dr. Nancy Bednar volunteered as the DEC Online Orientation appointment for revisions or recommendation requests. She will work with Stephen Burns to get the final product ready for testing. All members were encouraged to thoroughly test the site and forward feedback promptly to Dr. Nancy Bednar in efforts to get the Orientation functioning for online students. Mr. Balogh expressed his elation to have permission to use SORT Questionnaire information to use in creating an AVC Online Orientation for students. Instituting this process for online students will work to bring a parity of attrition rates for online students versus face to face students.

b. **Latest Survey of Faculty – Dr. Tom O'Neil**
Committee members briefly reviewed the survey results. Dr. Tom O'Neil indicated he could send out an electronic version of the results to committee members being that it is a great deal of information to digest. Mr. Balogh stated that being there is so much information it may be in the best interest of the committee to postpone discussion on this item until the November 9, 2010 DEC Meeting which will provide additional time for committee members to thoroughly review survey results for discussion. Committee members were in consensus to postpone this discussion item until the November 9, 2010 DEC meeting for further discussion.

c. **CA 103, 107 lab concerns – Dr. Tom O'Neil**
Mr. Balogh reported faculty teaching CA 103 and/or CA 107 Laboratory courses are expressing their concerns regarding the lack of having the appropriate equipment needed to effectively teach course content. They are concerned that these courses are not being taught effectively and have collectively concluded a thin client is not an effective means to teach theses courses. Ms. Connie Moise stated from an IT perspective it is very pleasing to see a specific issue being forwarded to the committee to address for academic computing. Mr. Balogh indicated at the November 9, 2010 DEC meeting the faculty will present a draft of concerns in efforts to collectively address as a committee.

d. **Revise DEC Mission Statement – Rick Balogh**
Mr. Balogh presented the current DEC mission statement to committee members and stated due to the Accreditation Team's recommendation and to the evolution of the committee based on college recommendation the committee should consider revising the current mission statement to accurately reflect the committee purpose. Committee members were requested to keep in mind the directives included in the ITS Resolution approved by the Academic Senate on May 7, 2009 and the AVC Technology Review Report approved by the Academic Senate at the April 2, 2009 meeting. These documents are evidence of expected committee tasks and need to be incorporated in the revised DEC Mission Statement. A lengthy discussion ensued regarding the potential revision to the DEC Mission Statement.

Dr. Nancy Bednar stated that when looking at the expanded prevue of the DEC Committee there may be a need for the committee to look at other areas involving academic computing such as CurricUNET and WEAVEonline.

Ms. Connie Moise inquired whether the committee should be sent IT help desk trouble call data pertaining to faculty requests. One of the major issues seen in IT is the necessity to address technical training for faculty. Many of the trouble calls received from faculty involve faculty simply not being technologically aware of how to operate classroom equipment (i.e. how to turn on the overhead projectors, computers, and monitors). The committee needs to be cautious in

moving to make the mission statement too broad. In making the decision to revise the mission statement to encompass all areas of academic computing as detailed in the IT Resolution and the AVC Technology Review Report the primary purpose of the committee becomes diluted and no longer focuses on Distance Education. The committee is in jeopardy of moving outside the primary focus of acknowledging the importance of Distance Education courses on campus and ensuring all faculty teaching online courses address accessibility DEC course guidelines (rubric).

Mr. Balogh stated one of the most significant recommendations written within the Strata report recommendation #3 was to create two advisory committees.   The Strata recommendation #3 suggests that the current Information Technology Committee (ITC) should transition into the Administrative Information Systems Advisory Committee (AISAC) while the Distance Education Committee (DEC) transition to a form of the Educational Technology Advisory Committee (ETAC). Description of what the ETAC's charge, with recommendations from the DEC leadership are stated on page 9 of the materials distributed for the current 10/24/10 meeting. Dr. Charlotte Forte-Parnell provided support to the revision and expansion of the Distance Education Mission by referring to the Strata Report Recommendation #3, which details the necessity to create two advisory committees (Administrative Information Systems Advisory and Educational Technology Advisory).

Dr. Bednar indicated one of the major concerns expressed by the Accreditation Team was the need for two different computing groups. A group to deal with MIS issues and another group that deals with academic computing issues. She supported the committee addressing the expansion of expected duties when revising the mission statement and creating workgroups within the committee who report back to the DEC.

Mr. Wilmes discouraged implementing additional workgroups to address specific issues and stated creating workgroups would only stack the process of getting work completed in a timely manner. Mr. Ken Sawicki supported Mr. Wilmes statement and cautioned the committee in implementing a bureaucratic system where nothing is accomplished.

Ms. Moise stated neither the Academic Senate nor the Distance Education Committee have the purview to change the role of the IT Committee. The IT Committee is a shared governance committee that is charted by the College Coordinating Council to establish policies regarding the use of information technology resources. In addition, the committee is charged with alerting and briefing the chairperson of pending issues that may impede, strengthen or otherwise impact upon the information technology area.

Mr. Balogh recommended committee members review the entire Strata Report and AVC Technology Review Report for further discussion at the November 9, 2010 DEC meeting. In the meantime, Mr. Balogh will contact Mr. Christos Valiotis, the Academic Senate President, to determine exactly what the College Coordinating Council wants to DEC to proceed in this matter.

   e. **Continue discussion of provision for faculty to download software – Rick Balogh**
Due to time constraints this discussion item was postponed to be continued at the November 9, 2010 DEC Meeting.

6.   **REPORTS**
   a. **Podcasting Workgroup**
Workgroup members indicated there was nothing new to report in regards to Podcasting.

   b. **Accessibility Workgroup**
Workgroup members indicated there was nothing new to report in regards to Accessibility.

7. **OTHER**

- Mr. Balogh reported Dr. Walton a member from the visiting Accreditation Team stated he had some suggestions on how to proceed with academic computing issues and will be a great resources of information.

- Mr. Balogh extended his well wishes to Ms. Connie Moise in her future endeavors and stated he enjoyed working with her on various IT issues.

- Mr. Mike Wilmes reported there is a new Blackboard upgrade (9.1 or 9.2) opportunity which would not require additional fees. At avc.test.blackboard.com a newer version of blackboard is accessible for faculty to test. Faculty can export current course information to the new test site and see if they like the new features. Mr. Wilmes reported some faculty have responded positively to the newer version and if this is something the committee would like to implement he would like to get the software upgraded prior to intersession or summer. Mr. Balogh stated he would send out an email announcement to DE faculty requesting they try out the test environment and provide feedback on issues that need to be addressed by a specific date. Mr. Balogh indicated he will set this item as a discussion for the November 9, 2010 DEC meeting.

8. **ADJOURNMENT**

A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:47 p.m. Motion carried.

Gmk