ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
September 25, 2012
AGENDA
3:30 p.m. to 4:30 p.m.
BE 241

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**
   a. Blackboard Seminar – September 13, 2012, 2:00 p.m. – 3:00 p.m.
   b. Blackboard Identification Statement presentation to Academic Senate
   c. Feedback – technical issues in classrooms
   d. Feedback from Academic Senate meeting – Academic Ranking
   e. October 15-19, 2012 – voter registration drive – Proposition 30

3. **OPENING COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. September 11, 2012

5. **ACTION ITEMS**
   a. Faculty Issues – mentorship, guidelines for course development and rubric for course evaluation.
   b. Accreditation and other legal issues
   c. Website (http://avconline.avc.edu/) and data collection

6. **DISCUSSION ITEMS**
   a. Greg Krynan requests three (3) different publishers to Blackboard approval:
      1) Pearson
      2) McGraw Hill
      3) Wiley

7. **REPORTS**

8. **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE
MINUTES
September 25, 2012
3:30 p.m. to 4:30 p.m.
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1. CALL TO ORDER AND ROLL CALL

Dr. Nancy Bednar, Distance Education and Technology Committee (DETC) Faculty Co-Chair, called the September 11, 2012 DETC meeting to order at 3:30 p.m.

MEMBERS PRESENT

Dr. Nancy Bednar, Co-Chair	Katherine Mergliano
Walter Briggs III	Ken Sawicki
Ron Mummaw	Joseph West
Charles Hood	Greg Krynen
Dr. Scott Lee	Mike Wilmes
Ken Schafer	Charles Hood
John Toth	Brandon Zavala

MEMBERS ABSENT
Dr. Charlotte Forte-Parnell, Co-Chair
Dr. Tom O'Neil
Priscilla Jenison
Scott Tuss

GUESTS/EX-OFFICIO
Dan Scott, Ex-Officio

2. COMMENTS FROM THE COMMITTEE CO-CHAIR

- Dr. Nancy Bednar attended the Distance Education coordinators webinar on Friday, September 21, 2012. Dr. Bednar also announced a Blackboard User's Group meeting at Ohlone College on Friday, October 19, 2012.

- Dr. Nancy Bednar presented the Blackboard Identification Statement to the Academic Senate on September 20, 2012. The Senate approved the statement.

- Dr. Nancy Bednar asked members to report to her any technical issues in classrooms.

    o Dr. Bednar reported that some telephone issues have been resolved in the Health & Science building. Most issues were because users had not been assigned an extension.
    o Dr. Bednar received an email from David Newby of technical issues in the Fine Arts building. Katherine Mergliano stated she is aware of problems in APL 202 & 208. Dan Scott reported that materials have been ordered for these issues.

3. OPENING COMMENTS FROM THE PUBLIC

- Ken Shafer reported the media box in the board room (SSV 151) is not working properly. There are constant issues with sound, remote and VCR that do not come to light until a class/meeting has started. Joseph West volunteered to look into it. Katherine Mergliano stated the new laptop is inoperable, and was replaced with the original laptop. Ken Shafer suggested a reminder to faculty to be courteous to equipment, as it is a courtesy to the next instructor. He reminded members the importance of logging off after each session.

4. APPROVAL OF MINUTES
a. September 11, 2012
Mr. Scott Lee made a motion to approve the September 11, 2012 Distance Education & Technology Committee minutes, seconded by Ken Shafer.
Motion carried. Joseph West, Walter Briggs III and Brandon Zavala abstained.

Motion made by Dr. Scott Lee and seconded by Joseph West to move DISCUSSION ITEMS to ACTION ITEMS. Motion carried.

5. ACTION ITEMS
a. Greg Krynan requests three (3) different publishers to Blackboard approval:
A motion was made by Dr. Scott Lee, seconded by Katherine Mergliano to allow Greg Krynan to install two (2) Blackboard patches:

> 1) one (1) patch to repair YouTube video fix = 2 hours of downtime
> 2) one (1) patch for testing quizzes = 2 hours of downtime
> Ranges of time: 24/7 with one week of lead time, per Mike Wilmes.
> Greg Krynan will install at 2:00 a.m. Friday, October 5, 2012.

Motion carried.

b. Greg Krynan requests three (3) publishers for Blackboard:
A motion was made by Dr. Scott Lee and seconded by Katherine Mergliano, to approve three (3) publishers for Blackboard:

> 1) Pearson
> 2) McGraw Hill
> 3) Wiley

Motion carried.
Abstentions: Priscilla Jenison and Dr. Charlotte Forte-Parnell.

6. DISCUSSION ITEMS

- Dr. Scott Lee suggested using Proposition 20 money to integrate Blackboard and Turnitin (anti-plagiarism software currently used by AVC). Dr. Lee believes the money can be allocated for software in the classroom. Mike Wilmes added that an annual fee can be taken from Proposition 20 money indefinitely.

- Katherine Mergliano stated a voter registration link is a requirement for the AVC website (avc.edu). Greg Krynan stated he could install the link as a banner on the home page. Mr. Krynan stated he will submit a request to Public Relations to add the banner upon login to the site.

- Ken Shafer stated there are numerous issues with inaccurate clocks throughout the campus. It was suggested he report the issue to Facilities x6288, and address it at a future Academic Senate meeting. Greg Krynan mentioned that the computer clock is accurate.

7. REPORTS

A. BE Tech Issue

Mike Wilmes is working with a technical team to develop a campus-wide software research cycle. This cycle will create a master manual and extremely detailed document for technicians supporting labs and faculty with concerns about configuration of the computer; i.e. some require programs mapped to certain file types. The subcommittee is trying to institutionalize this process so that any faculty will know at any given time what to expect from their computers, and how to make changes to them.

8. CREATION OF SUBCOMMITTEES

SUBCOMMITTEES

a. **Faculty Issues Subcommittee** – mentorship, guidelines for course development and rubric for course evaluation (mostly online classes).
John Toth, Joseph West, Ken Shafer

b. **Accreditation & Other Legal Issues Subcommittee**
Dr. Nancy Bednar, Mike Wilmes, Dr. Scott Lee

c. **Website Subcommittee** - avconline.avc.edu and data collection and maintenance issues on avc.edu.
Dr. Scott Lee, Dan Scott, Greg Krynan

Dr. Bednar suggested finding a division model. Ken Shafer added the importance of standardization across the board. Mike Wilmes acknowledged limitations due to affordability of software. He is currently exploring Drupal, free contact management software that supports web page editing. Moving forward, Mr. Wilmes would need a capital expense to buy the permanent server hardware. AVC currently maintains the following licenses for existing web editing software:

Adobe Create Suite 5 = 100 licenses
Adobe Create Suite 5 version 6 = 30 licenses
Adobe Create Suite 6.5 = 1 license

A Google Task Force meets weekly and is working diligently for the November 5, 2012 soft rollout date. Ms. Katherine Mergliano stated the unadvertised opted transfer date to Google is November 5, 2012 - an opt-in period.

9. ADJOURNMENT

A motion was made and seconded to adjourn the September 25, 2012 Distance Education and Technology Committee meeting. Motion carried.