ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION COMMITTEE AGENDA
December 9, 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 – November 25, 2008

5) **ACTION ITEMS**
   a) Institutional Support Statement – N. Bednar/C. Moise

6) **DISCUSSION ITEMS**
   a) Distance Education Course Information Pages and Process
   b) Online Course Entry Message – T. O'Neil/N. Bednar
   c) DEC Workgroup Membership and Scheduling – E. Beyer

7) **REPORTS**
   a) CMS Evaluation Workgroup
   b) Podcasting workgroup
   c) Orientation workgroup
   d) Accessibility workgroup

8) **OTHER**

9) **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE

DISTANCE EDUCATION COMMITTEE MEETING
December 9, 2008

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS
Rich Balogh	Dr. Youssef Ezzeddine	Sharon Wilson	Stephen Burns
Dr. Nancy Bednar	Dr. Tom O'Neil		Greg Krynen
Beverly Beyer	Shirlene Thatch		
Ed Beyer	Luis Echeverria		
Bonnie Curry	Tom Hutchinson		
Dr. Charlotte Forte-Parnell			
Connie Moise			
Mike Wilmes			

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Ed Beyer, Distance Education Committee Co-Chair, called the meeting to order at 3:33 p.m.

2. **COMMENTS FROM THE COMMITTEE CO-CHAIRS**
   - Dr. Parnell again requested from the committee members to forward to her the stages that she had requested at the previous meeting. As soon as she has these, she can then process them and return them to the members.
   - Mr. Beyer introduced Ms. Pat Gordon to the committee. She will give support to the committee. Also, all members present introduced themselves.

3. **OPEN COMMENTS FROM THE PUBLIC**
   - None

4. **APPROVAL OF MINUTES**
   A motion was made and seconded to approve the November 25, 2008 Distance Education Committee meeting minutes. A name correction to the last name of Greg Krynen was noted. Motion carried as amended.

5. **ACTION ITEMS**
   a. **Institutional Support Statement (Moise/Bednar) –** Dr. Bednar handed out to the committee members a resolution from the Distance Education Committee directed to the Academic Senate. There is an issue in regard to the reliability of the online services during all hours of the day and night. It had been requested that the committee put together a statement but not a resolution, which it felt was too strong in content It was requested that Dr. Bednar put together a letter to the Senate giving ideas that could implement better and more reliable service in the future. Ms. Moise stated that her budget has requested updates so the word "budget" should not be stated in the letter or it will be ignored. A motion to table the action item was approved.

6. **DISCUSSION**
   a. **Distance Education Course Information Pages and Process – (Beyer) –** Mr. Beyer presented to the committee members a form he created to assist faculty in scheduling their online and hybrid classes for each semester It allows them to submit the course number, CRN, name, instructor, plus the room location and meeting dates. It would be a form that would be located on MyAVC and once filled out, would be submitted to Stephen Burns. We need to have something in place in order to make sure the information is correct, especially with meeting dates so students could have this information so they could schedule their classes. Having the webmaster post the correct information as soon as possible is imperative. There had been problems with bottlenecks in the Dean's offices in getting the proper information back out to the Webmaster so all complete information can be put online. Faculty has been waiting a length of time to get the Dean's approval on their course before it could be forwarded. The main concern had been hybrid courses that had been put on line without a meeting date. Mr. Beyer also handed out a flow chart which showed the sequence of events for both online and hybrid courses. Once faculty start to use this form, the process should become smoother and if a particular faculty is going to teach the course the next semester, all they have to do is change the CRN number and then forward it on. Hopefully, this will evolve into a consistent process. A question was raised about using a MAC. There is no problem downloading or saving this form on that system

   b. **Online Course Entry Message – (O'Neil/Bednar) –** Dr. O'Neil had removed the check box from the form on computer guidelines in regard to perjury and had forwarded it onto Mr. Beyer but he had not received it as of the meeting. They will send it out to the other members but they need to reference the computer use guidelines of the college. As this point, they can leave the work "perjury" in the document. Right now, a student, by logging in, is agreeing to honor the computer use guidelines of Antelope Valley College. The ITS Committee is developing a computer use statement. It was decided that it would be best to wait on our action until the ITS Committee formulates their statement. There had been a question about accountability and at present, they felt that the personal login and password were enough.

   c. **DEC Workgroup Membership and Scheduling - (Beyer)** – Mr. Beyer requested of all committee members that they notify him of your membership in a particular workgroup and when you plan to meet. This can be very informal but he would like to be kept up to date.

7. **REPORTS**
   a. **CMS Evaluation Workgroup – (T. O'Neil, N. Bednar, L. Echeverria, and C. Moise) –** Rick Balogh attached an e-mail that had been forwarded to Mr. Beyer in regard to CMS. He makes reference to looking into making a change to a different CMS. He outlines asking the top three competitors, not counting Blackboard (Bb), to present their product to faculty during the second week of semester. We would advertise campus wide about their visits, especially to online teachers, who would be questioned about their opinions of the good and bad aspects of Blackboard by filling out a questionnaire. Each vendor would then have the opportunity to relate to us how their program could address the concerns of the participants in relation to Blackboard and then relate the strong points of their respective systems. A vote would then be taken to see if they wish to change or not. If there are enough votes to change to another system, we would ask that vendor to import several existing Bb classes into their system for evaluation. Also, we would ask Bb to import the same courses into their newest version and then a fair comparison could be made. This process could take approximately 4 weeks but we would be further along in a decision to stay or change than we are now. Basically, what we are striving for is a system that provides usability, affordability, and maintainability. It takes about three days to change moving to Version 8 so we should hold off until summer so there is no disruption in classes. Mr. Balogh would like to be added to this workgroup and will take the lead on this project. He will contact the vendors and make all the arrangements.

b. **Podcasting Workgroup – (S. Thatch, Y. Ezzeddine, and M. Wilmes) –** we have no report for this meeting but just one comment in sending out the policies and procedures. Ms. Thatch had received comments and asked if these documents should be sent out to all members. We need one document that includes all of our concerns and get it posted. It was also recommended that the document be filed in the group's shared documents on the web. We need to create a policy manual and Ms. Beyer came across a document from L.A. Southwest College. It appeared to have some good information about putting together our formal recommendations, our policies, that CMS is directed to be Blackboard and is the single point of entry for all online classes, addressing podcast and its conversion software, and our need address accessibility. We need to compile this into one document and get it posted so people can refer to it. Bonnie Curry wishes to be added to this workgroup.

c. **Orientation Workgroup –(T. O'Neil, N. Bednar, and L. Echeverria) –** No report at this time but Dr. O'Neil had a link to a website" Michigan Virtual High School Online Learning Orientation Tool". It was agreed that he will post it to MyAVC, hopefully by spring, after getting feedback from all members of the DEC group. This workgroup will now consist of Tom O'Neil, Sharon Wilson and Luis Echeverria.

d. **Accessibility Workgroup – R. Balogh, S. Wilson, and Y. Ezzeddine –** Mr. Balogh passed out the first draft of an Accessibility Checklist for Online Classes. The first two paragraphs were basically copied from the state guidelines and then continues with what is applicable to AVC. Under No. 1, there is missing information as to the correct person that someone should contact if they are having trouble producing transcripts. A number should be listed at the XXXXs. Also, he has listed a website that would allow you to input the URL of your lesson to see if your web pages will be accessible to all students. It will come up with hidden flags all over the website that may need to be addressed for complete accessibility so another telephone number will be listed here for help. The pages that we put up on our website are completely accessible to all students but there are pages that have hidden things in them that are necessary for accessibility. Can someone be able to read something if are not able to hear it or can their mouse go over the web page and be able to get the information for their particular accessibility problem. The web page called WAVE is a very easy one to use so it is suggested that this information go out to all online students as well as links to the two documents that are listed on the DEC website. Also, the question of who to put down as the contact for help is now up in the air. We now have an Assistive Technology Specialist, but with the new change in membership guidelines starting in the fall of 2009, everything up to now is a mute point so all terms needing to be restructured. That is something that will have to be addressed next year. Effective 7/1/09, the Assistive Technology Specialist will be a part of the committee by position. A question arose about the position of this document as opposed to the one passed out last year. What Mr. Balogh has done is given us a start on what faculty need to provide to their students in the courses they teach but we also need to include the documents that are on the DEC website.

8. **OTHER**
   - Rick Balogh talked highly of the iSpring Presenter 4 program and felt is better than Impatica. He would like to see the college purchase this program. He would be more than willing to give training for this program.
   - Dr. Parnell asked if the DEC Committee had a budget. It was an affirmative from Mr. Beyer. It had been set at $1000 but may not be that balance now.
   - Mr. Wilmes stated that there will be Windows patches starting on Friday December 12 for all regular PCs on campus. If you plan to leave campus for the holiday, be sure to leave your computer on so this is done by the time you get in for Intersession. Also, the server patches will take place on December 22 and could involve some amount of down time that could affect registering, etc.

9. ADJOURNMENT
A motion was made and seconded to adjourn the Distance Education Committee meeting at 4:32 p.m. Motion carried.

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