



**ANTELOPE VALLEY COLLEGE
DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE**

October 9, 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. OPENING COMMENTS FROM THE CHAIR**
- 3. OPENING COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. September 25, 2012**
- 5. ACTION ITEMS**
- 6. DISCUSSION ITEMS**
 - a. Feedback regarding technical issues in classrooms**
 - b. Possibility of bringing clock issues up to Senate**
- 7. SUBCOMMITTEE REPORTS**
 - a. BE Workstation Guide**
 - b. Faculty Issues – mentorship, guidelines for course development and rubric for course evaluation**
 - c. Accreditation and other legal issues**
 - d. Website avonline.avc.edu and data collection**
- 8. 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
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October 9, 2012

MINUTES

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

The October 9, 2012 meeting of the Distance Education and Technology Committee was called to order at 3:05 p.m. by Dr. Nancy Bednar, Co-Chair and Dr. Charlotte Forte-Parnell, Co-Chair.

MEMBERS PRESENT

Dr. Nancy Bednar, Co-Chair
Dr. Charlotte Forte-Parnell, Co-Chair
Walter Briggs III
Charles Hood
Dr. Scott Lee
Ken Shafer
John Toth

Priscilla Jenison
Katherine Mergliano
Ken Sawicki
Greg Krynen
Mike Wilmes
Scott Tuss
Charles Hood
Brandon Zavala

MEMBERS ABSENT

Mrs. Sharon Lowry
Dr. Tom O'Neil
Dr. Scott Lee
Joseph West
Ron Mummaw

GUESTS/EX-OFFICIO

Dan Scott, Ex-Officio

2. OPENING COMMENTS FROM THE CHAIR

- Dr. Charlotte Forte-Parnell spoke regarding the Distance Education survey of faculty members that is required to transpire annually. The survey was not conducted in the 2011-2012 academic year and Dr. Parnell questioned when the best time would be to distribute the survey. Dr. Nancy Bednar suggested Dr. Parnell communicate with Aeron Zentner to distribute the survey immediately.
- Dr. Charlotte Forte-Parnell discussed an email she received from LeBarron Woodyard, Dean of California Community Colleges (CCC) Chancellor's office and coordinator for Distance Education and Technology Committees. The notice indicated that each district is required to report to the Board of Trustees each year. Dr. Parnell will clarify whether the report is to be presented annually or once per semester.
- Dr. Nancy Bednar will be meeting with Mrs. Sharon Lowry to discuss Accreditation and the Distance Education and Technology Committee. Dr. Bednar will convey their discussion at the next DETC meeting.

- Dr. Nancy Bednar asked members to assign one (1) proxy as substitute in the event of an absence. The proxy must remain the same person throughout the 2012-2013 academic year. Members are to report the name of their proxy at the next DETC meeting.
- Dr. Nancy Bednar thanked Mike Wilmes and Stephen Burns for implementing the vote banner on the website.
- Dr. Nancy Bednar reported that AVC is currently at 94% on SLOs.

3. OPENING COMMENTS FROM THE PUBLIC

- Mr. Mike Wilmes stated he currently has issues in attempting to post the Blackboard notification. He stated the problem could be with the account manager not paying for a license to edit the login page. Dr. Charlotte Forte-Parnell will review the licensing agreement.
- Dr. Nancy Bednar noted that because Ron Mummaw is absent, there will not be a 7A (BE) report.
- Mr. Walter Briggs reported that the computer in board room is inoperable.
- Mr. Ken Shafer reported to the Senate that the projector and sound is not working. Scott Tuss asked if anyone reported the issues to ITS. Members stated that during the last AVC Board of Trustees meeting, Board Member Lew Stultz directed Dr. Fisher to get the media equipment issues resolved.
- Mr. Brandon Zavala reported problems with Blackboard and online issues. Dr. Nancy Bednar asked Mr. Zavala to bring his request to DETC in writing.
- Mr. Greg Krynen noted that the patch installations were successful.

4. APPROVAL OF MINUTES

a. September 25, 2012

A motion was made and seconded to approve the minutes of the September 25, 2012 Distance Education and Technology Committee meeting.

Motion carried with corrections.

5. ACTION ITEMS

None.

6. DISCUSSION ITEMS

a. Feedback Regarding Technical Issues in Classrooms

None.

b. Possibility of Bringing Clock Issues up to Senate

Mr. Ken Shafer reported to the Senate the incorrect clock time issues campus-wide. Senate members stated the issue has been reported to Facilities numerous times. Dr. O'Neil suggested a two-week timeframe condition to correct clock times. Dr. Nancy Bednar will address the issue as an action item at the next DETC meeting.

7. SUBCOMMITTEE REPORTS

a. BE Workstation Guide

None.

b. Faculty Issues – Mentorship, Guidelines for Course Development and Rubric for Course Evaluation

Mr. Greg Krynen sent the Blackboard guideline to Ken Shafer and John Toth, to use as part of the faculty evaluation process.

c. Accreditation and Other Legal Issues

Scott Lee, Mike Wilmes & Nancy Bednar will look into Accreditation and other legal issues.

d. Website avonline.avc.edu and Data Collection

- Dr. Bednar discussed the AVC website vs. other community college websites, and the work needed to bring the AVC website to standard. Dr. Bednar asked Ms. Kathryn Mergliano if DETC could create templates. Ms. Mergliano stated that templates are under the domain of Steve Standerfer and webmaster Stephen Burns. Dr. Charlotte Forte-Parnell added that DETC does not have oversight of the webpage, suggesting benefits of adding Steve Standerfer or Stephen Burns in membership on the committee.
- Dr. Nancy Bednar will meet with Mrs. Sharon Lowry to discuss how issues impact Accreditation. Dr. Nancy Bednar stated she will also address the use of Prop 20 money in this meeting.
- Dr. Nancy Bednar discussed meeting Student Services needs for students who are not on campus but are online, stating Student Services are very proactive about what students can do online or by phone. Dr. Bednar stated that if accreditation has an issue on the academic side of house because we are not producing enough information to students via the web, perhaps the Deans could address the issue at the next Dean meetings - suggesting Kathryn Mergliano or another representative can lead discussion. It was suggested that Stephen Burns could create template. Kathryn Mergliano will meet with Stephen Burns to discuss.

8. ADJOURNMENT

*A motion was made by Ken Shafer and seconded by Priscilla Jenison, to adjourn the October 9, 2012 Distance Education and Technology Committee meeting at 4:31 p.m.
Motion carried.*

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Approved: October 23, 2012 Distance Education and Technology Meeting