



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

**May 22, 2012**

**3:30 p.m. to 4:30 p.m.**

**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. May 8, 2012
- 5) ACTION ITEMS**
  - a. None
- 6) DISCUSSION ITEMS**
  - a) Online questionnaire - Charlotte (sent out to everyone last week for review)
  - b) Recent changes in Distance Education - Rick (please read pdf before meeting, attached)
  - c) Mobile devices - Calvin
  - d) Guest presentation regarding funding resources - Tom and Calvin
- 7) OTHER**
  - None
- 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.

# Distance Education and Technology Committee

May 22, 2012  
SSV-151

<b>Called to order:</b>	3:34 pm	Regular Meeting
<b>Chair:</b>	Rick Balogh	<b>Notetaker:</b> J. Jones
<b>Attendees:</b>	R. Balogh, C. Forte-Parnell, T. O'Neil, N. Bednar, S. Lee, C. Madlock, M. Wilmes, C. Mergliano, W. Briggs, B. Curry, K. Shafer, K. Sawicki, G. Krynen, P. Jenison, C. Hood	

## Minutes

<b>1. Opening Comment from the Co-Chair</b>	<b>C. Forte-Parnell</b>
<p>Presentation of survey details. Covered enrollment by division with both raw data and percentages; Retention both online and traditional (exposing a withdrawal rate for online courses higher than traditional). The data will be used to plan for next year.</p> <p>The committee would like to verify the following:</p> <ul style="list-style-type: none"> <li>• Data for online is, pure online or does it include hybrid courses?</li> <li>• What do the 'Both' totals on page 5 relate to?</li> </ul> <p>Next year the district will have to define the students who live outside the state, and the district must have a relationship with that state.</p> <p>No comments from R. Balogh</p>	
<b>2. Approval of Minutes</b>	
<p>A motion was made and seconded to approve the minutes of the April 16, 2012 DETC meeting via email. A request will be sent out to member once minutes are received to respond within a certain time period.</p>	
<b>3. Blackboard log-in screen change</b>	
<p>The requested change to the Blackboard log-in page was presented to the EVP of AA&amp;SS and she is okay with the change. Any substantive changes that are made to Blackboard must come through this committee for approval. These changes suggested today will become a permanent part of the Blackboard log-in page each time anyone logs-into the AVC Blackboard site.</p> <p>The committee questions and affirms that this information is supported in the student hand book and board policy. It is suggested that the 2012-2013 DET Committee should review/revise the Student Handbook to match the wording. Committee members suggest programming a check box instead of a passive log-in/password. to affirm acceptance of the policy. M. Wilmes indicates that would be beyond what he as the administrator is prepared to do. That additional checkbox would require much more programming and work. The matter of the checkbox is tabled for a later date.</p> <p>The committee has agreed to supply a link to the Student Handbook on the Blackboard log-in page.</p> <p>The committee moved to amend the agenda to add this matter as an action item. This change was passed with one abstention.</p> <p>The committee moved to approve the action item, this action passed with one abstention.</p> <p>The committee chair noted that is a move in the right direction and the accreditation team will be pleased.</p>	
<b>4. Recent changes in distance education</b>	
<p>Distance education instructors can no longer take for granted that the last day a student signed-on to the class page as the last day of participation. Rather instructors must now use the last assignment completed as the last day of attendance.</p> <p>G. Krynen explained he has but the latest trainings for Blackboard inside the technical training shell folder with directions and helpful information.</p>	

<b>5. Guest Speaker – Grant Writing</b>	<b>J. Drew</b>
<p>John Drew (10 years grant writing experience) spoke about the ease of grant writing, and his technique of ‘Lightening Fast Grant Writing’</p> <ul style="list-style-type: none"> <li>• Write a quick first draft</li> <li>• Give the draft to the most positive person in the group to edit/clean-up</li> <li>• Send to biggest dissenters</li> <li>• Get experts information, send the draft to them for their opinions</li> <li>• Cannot do your own proofreading, hire a proofreader</li> <li>• Work out your budget early</li> <li>• This is a team sport and it should be worked together</li> <li>• If you can obtain a copy of a winning grant then you should get it</li> <li>• Federal grants are your best source</li> </ul>	
<p><b>Conclusions:</b> This topic will be revisited at the next SPBC meeting.</p>	
<b>6. Closing Comments from the Co-Chair</b>	<b>R. Balogh</b>
<p>The DETC will be represented on Welcome Back day by C. Madlock. R. Balogh will propose a panel discussion at Welcome Back Day to the Faculty Professional Development Committee.</p> <p>Orientation to online things available on the web requiring students to use materials.</p> <p>A new Administrative Policy going through the ITS committee is for no personal computing device to be allowed to connect into the network. The IT committee will meet in L201. R. Balogh and M. Wilmes will get together to firm information.</p> <p>Meeting adjourned at 5:00p.m.</p>	
<b>Additional Information</b>	
<p>This was the final meeting of the Distance Education and Technology Committee for the 2011-2012 year.</p>	