AOC Meeting

Meeting called by: Sherri Guerrero

Attendees: Emily Avila, Cecilia Best, Patrick Cabildo, Susan Bishop, Marie Boyd, Sidney Burks, Leonard Crow, Beverly Cox, Jenny Dannelley, Carol Dickerson, Cathy Decker, Hope A. Ell, Jim Fillpot, Timothy Green, Sherrie Guerrero, Teresa Hull, Carol C. Hutte, David Karp, Erik Jacobson, Sonia Juarez, Tara Johnson, Kathy Lucero, Birgit Monks, Stephanie Moya, Cory Schwartz, Anita Undercoffer, De Creasy-Valdez, Tom Vitzelio, Teresa Williamson, Theodore Younglove.

Minutes

I.   Recap of committee assignments

Further discussion will be detailed after the Moodle segment of the meeting.

II.   Moodle

Terri Helfand was invited to give an overview Moodle. She want the AOC and the Moodle Team to understand what Moodle can do, what works, what makes sense, and to limit the scroll of death. Terri walked AOC through the login steps to access the AOC Moodle page. Terri gave an overview of the current functionality including:

A. Toggling-collapsing or expanding topics.
B. HTML blocks- adding text or images on the course page.
C. Polling-which allows the creation of customized polls that, allows detailed response information. There are two types of polls:
    1. Choice-allows multiple or limited response options.
    2. Opinion-choice with room for comments
D. Single file upload-where we can give a due date for submission. This functionality will stop accepting documents after the due date.
E. Voice thread-a coming feature-which allows embedding of a message through phone, text or with a mic.

The AOC team has the ability to view everything in course. Terri suggests we visit www.moodle.org to see additional functionality and to keep abreast of updates to the Moodle community.

III.   Sub-Committees Review

Sub-committees should know which standards they touch.
A. **PSR Liaison-**Sonia Juarez and Len Crow joined this committee
We look at institutional changes. Develop rubric of technology and facility plans to capture institutional level data. Capture all the things that someone needs to do.
B. **Committees-**Kathy Lucero, Len Crow, and Sue Bishop joined this committee.
What information do the committees need to submit for accreditation?
C. **SLO report-**Tim Greene and Jenny Dannelley joined this committee
Has a time stamp. Due in March. Needs to meet immediately so the bulk of the work can be completed in January.
D. **Self-evaluation team**
Needs to capture the data. Reviews information and capture the results.

E. Moodle Team

Should have a member from each sub-committee on AOC to make sure the needs of the entire AOC team are being met.

IV. Next Steps

The AOC needs to be an institutionally based system that is not dependent on any one person being here or in their current position

    A. Every committee needs to meet before the next AOC meeting on November 16th. Each sub-committee will report on the outcome of their meeting.

    B. Complete ACCJC training 101 course.

    C. Read standards on Moodle site.

Next meeting, Friday November 16 9:30-11:30, location TBD