
ABSENT: Michael Arguello, Rebecca Barr, Chris Sinnott

CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:05 p.m. in Room LL 104.

MINUTES: The minutes were approved as corrected.

ACTION ITEMS:

1. Terry Gray, ATRC Supervisor, presented a Powerpoint series (attached) about the Community panel for Blackboard, and answered questions. He recommended having the Blackboard rep attend our next meeting to address some of our questions. We would also invite the Academic Senate members to attend.

Regarding the Technology Fee issues, Terry is not sure it is legal. Lillian stated that she sent a query to VP Perez but has not received a reply. She will follow up.

Michael Bartulis located an archived list of Technology Fees across California: http://cnc.ucr.edu/techfee/cnc_ucop_student_it_fees.pdf

2. The Student Resources page has been reorganized, corrected, and phone numbers added, according to the ATC recommendations. It has been posted in Quick Links, per Dean Judy Cater’s permission, and is still the main Student page, in www.palomar.edu.

Additionally, Rick Gommel received permission to add it to e-Services (screen-shot attached). He suggested placing it in a second location, but in the interest of maintenance, it may be best to have it posted in only one location.

3. According to the Sept. 19 Distance Educators Monthly meeting, we need to have the Grievances procedures available for all online students, per Higher Education Opportunity Act (HEOA) 2008.: It is online: http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/

We recommend that it be added to the Student Resources page, as well as a comment in POET series and the Best Practices Checklist so that instructors are aware of the procedure.

INFORMATION: The Work Groups added new members and presented their status reports.

1. Work Group Report: BB Student Training

Rebecca Barr
Michael Bartulis
Sherry Goldsmith
Lawrence Lawson
Teresa Pelkie

The Group recommends Mira Costa as a model (PDF’s and single concept demo videos as appropriate), and recommendations as to task and layout at the ATRC page, such as consolidating the BB Help page, removing the drop down menus since they are not Section 508
compliant (cannot be read by JAWS). The Work Group will write up the recommendations so it can be formally sent to the Senate and ATRC.

2. Work Group Report: Contest (Attached)

Richard Albistegui-DuBois
Kelly Falcone
Erin Hiro
Jackie Martin-Klement


Michael Arguello
Jay Baker
Nirmala Kashyap
Kalyna Lesyna
Jon Smith

The Work Group recommended some of Mira Costa’s practices, such as evening hours, additional hours during finals, and appointments to control the traffic via an online system. The Work Group would like to see statistics from Palomar’s test proctor center.

4. Announcements / Other: Rebecca, Mike A., and Chris are sick and sent their regrets for missing the meeting.

MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays

11/8/12
2012
1/24
2/14, 2/28
3/14
4/11, 4/25
5/9

ADJOURNMENT: The meeting was adjourned at 3:35 p
Attachment: Student Resources in www.palomar.edu
PALOMAR COLLEGE AWARD: EXEMPLARY USE OF THE INTERNET FOR COURSE DELIVERY

The best of the best in 4 categories:
1. Full online course using Blackboard
2. Full online course using a course delivery system other than Blackboard
3. Face-to-face course utilizing Blackboard
4. Face-to-face course utilizing an online course delivery system other than Blackboard

When:
- Each year the Academic Technology Committee (ATC) will review submissions for the yearly award.
- Submissions will be accepted at the start of the Spring semester and are accepted until the last of February. Instructors wishing to submit a fall semester class for consideration should make their screen capture while their course is available.
- Submissions will be anonymized, and independently screened and scored by 4 members of the Academic Technology Committee (ATC).

Purpose:
- To acknowledge exemplary use of the web in course delivery.
- To use the award winners to showcase what is determined as exemplary use of the Internet as a teaching tool for other faculty.

Award:
- Certificate
- Recognition at the President’s Tea
- Listed as an exemplary course and instructor on the ATC exemplary course website

To submit an application:
- Fill out the application form.
  - You can only submit one application per category.
- Submit a short screen captured video showcasing your use of online course delivery
  - Video should be no more than 5 minutes
  - On the first screen identify your name, course, and the category you are applying for.
  - Include the main points that showcase your course
  - You may want to include images (screenshots) of good examples.

How are the faculty of Palomar College utilizing the Internet to teach course curriculum in both online courses and on-campus courses?

Use of the internet may include:
- The Palomar hosted Learning Management System (LMS), Blackboard
- Instructor designed web pages
- LMS systems such as Moodle or social networking sites.
APPLICATION FORM

Name: ___________________________________________
Department: ______________________________________
Category: _________________________________________
Email address: _____________________________________
Phone extension: _________________________________

First step:

Please describe your course in each of the 11 following categories.

What do you do that makes your course exemplary? What are some strategies you use? Do have specific examples to back up your submission?

1. Syllabus
2. Presentation of course content (lecture)
3. Communication: instructor-student
4. Communication: student-student
5. Assessment use and design
6. Collaboration
7. Use of technology
8. Development of learning community
9. Overall course design (structure, navigation)
10. Overall course aesthetics (visual design, look of course)
11. Accessibility

Second Step:

Please include a personal statement: This is a summary, a short paragraph about your course. This statement will be used to introduce your course. If you are chosen as an exemplary course recipient.

Useful tools for course assessment:

• Blackboard exemplary online course program rubric
  o http://www.blackboard.com/getdoc/7deaf501-4674-41b9-b2f2-554441ba099b/2012-Blackboard-Exemplary-Course-Rubric.aspx
• Palomar Online Education Training (POET)
  o http://www2.palomar.edu/poet/
Evaluation form

Submissions will be independently screened by 4 members of the Academic Technology Committee (ATC).

Evaluee:________________________________________
Evaluator:_______________________________________
Total Score________________

Evaluation (scoring) Rubric:
1-10 points for each of ten categories. Scores will be averaged.
1= low level of achievement
10= high level of achievement

_____ Syllabus
_____ Presentation of course content (lecture)
_____ Communication: instructor-student
_____ Communication: student-student
_____ Assessment use and design
_____ Collaboration (with?) use of groups?
_____ Use of technology
_____ Development of learning community (on campus, within the course - isn’t this like collaboration in groups?)
_____ Overall course design (i.e., structure, navigation)
_____ Overall course aesthetics (visual design, look of course)
_____ Total Score

Comments:
BLACKBOARD:
CONTENT MANAGEMENT &
COMMUNITY ENGAGEMENT
SYSTEMS

Terry Gray – Academic Technology
Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.

~Kofi Annan
Plan

- **Goal 6**: Optimize the technological environment to provide effective programs and services throughout the District.
  - Improve efficiency information management
  - Raise quality of information access
  - Enhance collaboration in our community

Content Management ➔ Community Engagement
The Blackboard Learn Platform

- Blackboard Learn

Components:
- Course Delivery
- Content Management
- Community Engagement
- Outcomes

Features:
- Collaborate
- Mobile
What is the content management system?

• The content management system is:

A tool that lets faculty and students manage and share files, documents, and digital assets in a centralized, secure, easy-to-use environment.
How it works now…

- We keep 3 previous semesters, the current semester, and a future semester (as soon as the courses are created): That’s 5 semester’s worth of files to upload…
How it works with content management

- Upload your files once to Blackboard, link to them once from your courses, and share them with Blackboard users, and even external users.
Update your files from the desktop
Or update on the web
Advantage: Centrally Managed Files
Advantage: Custom File Structure
Advantage: Visual File Location
Advantage: File Access Control

- You control file access rights

## File Activity

### Permissions

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<th>User/User List</th>
<th>Read</th>
<th>Write</th>
<th>Remove</th>
<th>Manage</th>
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Advantage: Departmental Resources

- Departments can upload shared documents
Other Advantages

- Store all your and personal documents securely
- Link to large files, rather than emailing them
- Gain search capabilities for your documents
- Share files with groups/individuals easily
- One update to a file changes it in all courses
- Version control is instituted
- Simplified backup
- Store once, use many times
- In addition, the content management system enables
  - Student portfolios
  - Library eReserves
What is the community engagement system?

- The community engagement system is:

  The school online information ecosystem.
The Community Engagement System

- Provides for collaboration, with all the familiar Blackboard tools, outside the course structure
  - Groups
  - Committees
  - Departments
  - Clubs
  - Student government

- Provides organizational management by delegated managers

- Provides a custom portal to organizational information

- Enables branding by separate organizations: library, athletics, counseling, financial aid, etc.
Simplified & Consolidated Information

- Tabs for organizations up front in Blackboard
- Dashboard rollup of My Organizations
- Access to resources based on system role
- Collaborative tools: discussion forums, document archives, wikis, blogs, voice tools, embedded video/audio, surveys, etc.
Example Organizations

- Counseling
Examples of Organizations

- Committee collaboration
Other Example Organizations

- Library
- First Year Experience
- Athletics
- Student Government
- Student Clubs
- Professional Development & Professional Growth
- Training
- Accreditation
- Campus News & Events
- Faculty Senate…
What we need

- We already have the hardware, software and trained personnel in place to implement these two systems.
- What we need are the funds.