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# MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

Thursday, April 12, 2012

2:00 – 3:30 p.m.

Room LL 104

## AGENDA

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### I. CALL TO ORDER

### II. ACTION

1. Approve minutes
2. New business
  - a. Distance Education policy recommendation
  - b. Faculty Web Page Policy Research Project (everyone please bring one college's or university's policy for their faculty web pages to submit to Senate.)
- Other

Baker, Jay  
Bartulis, Michael V.  
Canon, Terrie  
Falcone, Kelly  
Gilkey, Michael  
Goldsmith, Sherry  
Hiro, Erin  
Lawson, Lawrence  
Martin-Klement, Jackie  
Payn, Lillian  
Pedroza, Carlos  
**Teresa Pelkie**  
Petersdinh, Christopher  
Sinnott, Chris  
Smith, Jonathan

### III. INFORMATION

1. POET status
2. Sandbox status
3. 2012 - Meeting Schedule (meet in LL 104)  
  
4/26  
5/10
4. BB Sandbox = To return to our sandbox.....
  1. <http://BBSandbox.palomar.edu>  
Palomar email prefix for logon, and email password.

2. Courses tab at the top left hand side, but the right hand tab /  
Course Catalog Panel on right

3. Select AT Training

4. Select Course ID: POET

(Course Name: Palomar Online Education Training  
(POET)

5. Drop down menu to right of POET: ENRO.LL

Once you are enrolled, you should see the course in your courses list

### 5. Announcements

1. Updates to POET website: <http://www.palomar.edu/POET>
2. Other

### IV. ADJOURNMENT