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MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

Thursday, February 23, 2017

2:30 – 4:00 p.m.

Room LL 109

A G E N D A

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I. CALL TO ORDER

II. ACTION

A. Approve minutes

B. New Business (Follow up)

1. Change name to address DE component
2. Faculty Senate Statement in Regards to DE (attached)
3. Distance Education Self-Study (attached)
4. Other

III. INFORMATION

- A. Survey Status / Chancellor's Office (attached)
- B. Training updates: Boot Camp
- C. Canvas updates: Statistics
- D. Online Orientation Planning (attached)
- E. SDICCCA-DE presentation to the CEOs
- F. Other

IV. ANNOUNCEMENTS

- V. MEETINGS: 2:30 –4:00 pm / 2<sup>nd</sup>, 4<sup>th</sup> Thursdays  
(LL 104 or 109)  
3/9 (LL 109); 3/23 (LL 104); 4/13 (LL 109);  
4/27 (LL 109); 5/11 (LL 104)

VI. ADJOURNMENT

Jim Eighmey  
Erin Feld  
Marlene Forney  
Michael Gilkey  
Sherry Goldsmith  
Erin Hiro  
Scott Kardel  
Linda Morrow  
Lillian Payn  
Steve Perry  
Krystal Rypien  
Seth San Juan

<http://www2.palomar.edu/pages/academic-technology-com>

## Faculty Senate Statement in Regards to Distance Education

(by Travis Ritt, Faculty Senate President, distributed 13 February, 2017 to place on the Faculty Senate Agenda as an Action Item at the 27 February, 2017 meeting)

Currently there is no defined plan at Palomar College in reference to Distance Education. The Faculty Senate believes that in order to offer an increasing selection of distance education classes we must maintain the quality of instruction that we have come to expect in our face-to-face offerings. Additionally, methods of student assessment must be identified so as to maintain the highest levels of academic integrity. In order to do this, we need to create a structure for distance Education on campus that will be tasked with the development and oversight of a Distance Education plan so that change can be managed in a thoughtful and planned way according to identified best practices.

One of the strengths of our institution is the sense of community that we foster on campus. In order to maintain this community, no matter how many courses faculty teach on-line, they must be able to maintain a physical presence on campus. The Senate wholeheartedly supports the principle of departmental autonomy, however, we strongly encourage departments to develop policies concerning distance education loads so as to promote and foster faculty involvement on campus.

While Palomar College must look to continue to develop and grow ins distance education programs, it should not be done at the expense of traditional face-to-face course offerings. Distance education must supplement our mission to provide a quality education to our community, not replace traditional methods of instruction.

When applied correctly and thoughtfully, distance education can be of great benefit to our students. Faculty must remain engaged and involved in all discussions and planning relating to distance education to make that benefit a reality.

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**Survey Status / Chancellor's Office** *(thank you for your feedback: reduced # questions/CCC approved)*

Course information section:

1. What kind of online class did you take?
  - a) fully online with no required face-to-face sessions on campus
  - b) online with some campus sessions, orientation, and/or exams
  - c. hybrid (50% online/50% on campus)
  
2. If this course was not online, I would:
  - a) take it face-to-face
  - b) take this course online through another college or university
  - c) take a different online course

Satisfaction section:

There is no significant difference between what you learn in an online class and a face-to-face class.  
(scale: agree.... to not agree)

# Preliminary Plan

## Online Orientation for Online Students

The proposed plan includes six sections to be designed by the task force and maintained by ATRC. The sixth section will be left empty to be added by the faculty members. The six sections will be encapsulated in a learning module that faculty can add to their LMS course shells. The online student orientation to be designed and developed within the College's Learning Management Systems (LMSs). The orientation to be provided completely online through the LMSs. The orientation will be designed to be self-paced but requires students to complete some type of interactive activity at the end of each of the learning sections before they can move to the next. The learning module includes topics such as:

- 1. Overview of Basic Computer Operation/Required Technical Skills**
  - a. File Management
  - b. Word Processing
  - c. Spreadsheet Use
  - d. Web Browsers and Online Research
  - e. Email Use
  - f. Web 2.0 Tools (YouTube, Wikis, Blogs ...)
  - g. Viewing Contents
  - h. Audio/Video Skills
  - i. Presentation Skills
  - j. Using Technology for Problem Solving
  - k. Graphics Use
- 2. Overview of using Blackboard Learn/Canvas**
- 3. Palomar College Services**
  - a. ATRC /help desk
  - b. IS Technical support
  - c. Library Online services
  - d. Online tutoring
  - e. Student evaluations of instruction
  - f. Online Proctoring
- 4. Learning Skills**
  - a. Study Skills and Organizational Skills
  - b. Written Communication and Reading
  - c. Time Management
- 5. Faculty Specific Items**
  - a. Syllabus (template)
  - b. Netiquette and Ethical Use Understanding
  - c. Course specific instructions
- 6. Wrap-up**

The last section of the module is a "Wrap-up" section that requires students to pass a cumulative final with a 70% or better. Students will have unlimited attempts at the final assessment but are not able to access their online courses until they successfully complete the orientation (This will be discussed further with the faculty).

### Resources

1. Blackboard LMS
2. Canvas LMS
3. Blackboard Collaborate Ultra (Audio/Video Conferencing)
4. CCC ConferNow (Audio/Video Conferencing)