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MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

Thursday, March 9, 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. Online Orientation Planning (attached)
  - 2. DE Strategic Plan (notes attached)
  - 3. Other

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

III. INFORMATION

- A. Faculty Senate meeting review
- B. ATRC: Statistics
- C. SDICCCA-DE report
- D. 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)  
(*locations confirmed*)

VI. ADJOURNMENT

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

## EXAMPLE DOCUMENTS FOR DE STRATEGIC PLAN AND HANDBOOK:

Miracosta College DE Plan:

Please see the ATC supporting documents or click: <https://goo.gl/GIPKCu>

Irvine Valley College OE Handbook: <https://goo.gl/bNv0Db>

### **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
- d. Research Skills

#### **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)