
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, August 25, 2011

Approved

PRESENT: Jay Baker, Christine Barkley, Michael Bartulis, Michael Gilkey, Erin Hiro, Jackie Martin-Klement, Lillian Payn, Carlos Pedroza, Chris Sinnott, Jonathan Smith

ABSENT: Michael Arguello, Kelly Falcone, Sherry Goldsmith, Shayla Sivert,

CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room SU-30. There were no minutes.

ACTION ITEMS:

- A. Strategic Plan Objective 2.5 for Instruction Office
MSC to revise the date to deliver the Palomar Online Education Training series to read "End of Fall, 2011". The motion carried.
- B. Status and Plan for Online Training in Blackboard
The agreement was to spend our next meeting 9/8 as a work group on the POET project development. Then we could gauge if we need work group sessions in addition to our regularly scheduled meetings. We shall also hold a formal meeting only once each month in September and October so we can spend one meeting session as a working session.
- Plan: September and October: Development
November: Review/Revise/Finalize
December: Field Test, submit finished Training to the Senate
- Workgroups: Module 2: BB Tools:
Jay Baker, Mike Bartulis, Michael Gilkey, Jon Smith
- Workgroups: Module 3: Design:
Erin Hiro, Jackie Martin, Carlos Pedroza
- Workgroups: Module 4: Management:
Chris Barkely, Chris Sinnott, Lillian Payn
- C. Online Training Validation Procedure
Since this is a faculty professional matter, the procedure does not have to be included in the Strategic Plan. Furthermore, the Procedure was already approved by the Senate and submitted to VP Cuaron in the Academic Technology Committee June, 2011 report. However, the implementation is unclear; at the next meeting we shall refine and document conclusions that were made last Academic year. Matters of online course delivery and instructor appointment is a departmental matter. The instructor training should also qualify as a PD activity.

- D. ATRC weekend support
The committee suggests that weekend support be offered at the beginning and end of each semester. 24/7 support is the ideal solution. Possible resources may include Blackboard consortiums or NCHEA grants. Information will be gathered for the next meeting.
- E. Committee membership/limit absences for quorum
MSC....Members who miss two consecutive meetings without communicating will be dropped from the committee. The motion carried.
- F. New technologies/topics to be addressed by ATRC/PD
1. Jay Baker demonstrated NBC Learn (trial license terminates October 31) and Online Video Data Base (Palomar College has a license). Members will look at the various movies to decide if NBC is worth it to license. A suggestion was to survey the faculty.
 2. Camtasia: Some of the committee members use Camtasia and prefer to renew the license. Some solutions would be: 1) to have a few licenses in the library for faculty to use; 2) get PC and Mac licenses; 3) get roaming licenses that faculty would be able to access from their office work stations.
 3. Next meeting to review: Captivate and Free BB mobile Wi-Fi on campus.
 4. Request PD to survey faculty in their next routine communication for software training requests.

MEETING SCHEDULE

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| 9/8 | Working session in LL 104 |
| 9/22 | (SU 30 tentatively) |
| 10/13 | LL 104 |
| 10/27 | (SU 30 tentatively) |
| 11/10 | (SU 30 tentatively) |
| 12/8 | (SU 30 tentatively) |

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.