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# MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

## — MINUTES —

Thursday, February 9, 2012

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*Unapproved*

- PRESENT: Jay Baker, Michael Bartulis, Kelly Falcone, Michael Gilkey, Lawrence Lawson, Jackie Martin-Klement, Lillian Payn, Carlos Pedroza, Jonathan Smith
- ABSENT: Terrie Canon, Erin Hiro, Sherry Goldsmith, Teresa Pelkie, Christopher Petersdinh, Chris Sinnott
- CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:15 p.m. in Room LL 104.
- MINUTES The minutes were approved as corrected.
- ACTION ITEMS:
1. SEMESTER GOAL: Format of Checklist of Best Practices for Online Learning. Revisions are attached for review at 2/23 meeting.
  2. Discussion about sharing POET with other colleges who inquire.
    - a. There was agreement about sharing what we were doing.
    - b. With POET in a password protected "sandbox" virtual classroom, it was not a public training series.
    - c. The new instructional homepage (*see Information below*) could be distributed easily, and it outlines what we have developed.
  3. Committee members recommend that the "Validation Checklist" continue as an optional activity for Professional Development for individual instructors to implement. When we have finalized our recommendations and submitted them to the Senate, it would be appropriate to set up a permanent PD activity.
  4. Discussion about BB sandbox self-enroll logon: It is cumbersome, but this is what the new version has set up. Also, all faculty training is through sandbox, and no longer is included in the Learn server. Once an instructor is logged on, the course appears in the enrolled panel, so the numerous screens and steps are no longer an issue.
- INFORMATION:
1. POET status: 30 instructors enrolled, and 2 certificates of completion.
  2. POET has an instructional home page that is a new, short URL:  
<http://www2.palomar.edu/POET>  
(Committee members are invited to submit any items to clarify POET training or procedures.)
  3. The accreditation committee has finished the mid-year report and is now refining it. POET and AT activities are addressed.
  4. Committee members would like to submit POET to BB Catalyst contest, but are unable to commit any more time to prepare a submission.
- MEETINGS: SCHEDULE (LL 104)
- 2/23  
3/8  
4/12  
4/26  
5/10
- ADJOURNMENT: The meeting was adjourned at 3:20 p.m.
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