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**MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE**  
**— MINUTES —**  
**Thursday, April 26, 2012**

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*Approved*

- PRESENT:** Jay Baker, Michael Bartulis, Michael Gilkey, Sherry Goldsmith, Erin Hiro, Lawrence Lawson, Jackie Martin-Klement, Lillian Payn, Carlos Pedroza, Teresa Pelkie, Chris Sinnott, Jonathan Smith
- ABSENT:** Terrie Canon, Kelly Falcone, Christopher Petersdinh
- CALL TO ORDER:** The meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.
- MINUTES** The minutes were approved as corrected.
- ACTION ITEMS:**
1. We discussed Distance Education Policy and finalized another version of the committee's recommendations for the next Senate meeting (per request by the Senate). (draft attached)
  2. Lillian announced the status of Faculty Web Page Policy Research Project that was assigned by the Senate. The Senate tabled this until the Fall, since one of the Senators volunteered to write a draft over summer of appropriate guidelines. They noted that the disclaimer would work in our academic environment, but also that there were legal issues posting a disclaimer. They seemed to like the short and succinct guidelines as modeled by Northwestern U / Weinberg.
  3. The Student Services Page: After further review of Palomar's website, there are summary services pages already up. Recommendations from the committee:
    - a. At the teacher level: include references as to that instructors should provide links in their syllabi... incorporate this recommendation in POET training.
    - b. At the global level: use existing pages in eServices and [www.palomar.edu](http://www.palomar.edu)
      - 1) eServices: include a link immediately underneath the WELCOME bar.
      - 2) [www.palomar.edu/students](http://www.palomar.edu/students).

Sherry volunteered to make a pass at some of the sections to note the errors.

Other recommendations include:

    - a) Don't use Acronyms or spell out the first time.
    - b) Include extensions
    - c) Update locations, links, etc.
  4. The Committee was in agreement that it would be advantageous to announce the POET certificates at the Faculty Tea. Lillian would contact VP Cuaron and Senate President Brannick who coordinate the Tea.
- INFORMATION:** 1. MEETINGS: SCHEDULE (LL 104) 5/10
- ADJOURNMENT:** The meeting was adjourned at 2:59 p.m.