
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, May 10, 2012

Approved

- PRESENT: Jay Baker, Michael Bartulis, Terrie Canon, Michael Gilkey, Lawrence Lawson, Jackie Martin-Klement, Lillian Payn, Carlos Pedroza, Teresa Pelkie, Chris Sinnott
- ABSENT: Kelly Falcone, Sherry Goldsmith, Erin Hiro, Christopher Petersdinh, Jonathan Smith
- CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:35 p.m. in Room MD 155B.
- MINUTES The minutes were approved as read.
- ACTION ITEMS:
1. Lillian reported that the Distance Education Policy was finalized by the Senate meeting at last Monday's meeting, May 7. The only change that was made to the ATC's recommendations was replacing "distance education courses" with "courses offered through distance education" in several places. This is because all courses have the same COR, and there is no "distance education course" category; there is a separate, additional process (per Title V) for approving a course to be delivered online.
 2. The Student Services Info Sheet project was approved to send forth to the Senate. ATC identified that the college doesn't need a separate page, but that we can use the same page that is online (<http://www.palomar.edu/students/>). Sherry found several errors. ATC made the following recommendations to the Senate:
 - a. Incorporate Sherry's corrections.
 - b. Add the College phone number at the top of the list.
 - c. Add the extension for the service at the right of each entry.
 - d. Place a link in "Quick Links", since there is no direct route to find this important resource page.
 - e. Place a link in eServices so students (both F2F and online) see it when they register.
 - d. Include a reference to this page in POET as a recommendation to include on the syllabus, so instructors don't have to duplicate the same lengthy resources on each syllabus, that risk becoming outdated.
 3. Jackie reported on the CLIC project (Computer Literacy & Information Competency)
[http://www.palomar.edu/ROPcompapps/CLIC/clic__computer_literacy_inform a.htm](http://www.palomar.edu/ROPcompapps/CLIC/clic__computer_literacy_inform_a.htm)

Since this will be a larger project, we shall set it as a priority goal in the fall. Areas to investigate, since it was originally a Senate committee, but there was no funding for testing implementation, are:

 - a. Since there are no statewide standards, investigate what other states/institutions have adopted.
 - b. Coordinate with high schools. For example, Oceanside High School District is looking to us for direction as to how to prepare their students to go on to college.
 - c. Apply for an NCHCA grant to conduct a symposium for setting standards.

INFORMATION:

1. Recap of 2011-12 Goals:

a. Fall semester: Develop, test, and release POET training series. (*Completed and approved by Senate; Accomplished: 7 instructors have received certificates and 25+ are still enrolled.*)

b. Spring semester (Jan. 26, 2012 minutes):

1) Revise Checklist of Best Practices for Online Learning (*completed and approved by Senate*)

2) Distance Education Policy at Palomar College (*completed and approved by Senate*)

3) Student Services Resources Sheet on e-services (*completed and recommendations to be approved by Senate*)

4) Digital Information Literacy as a Basic Skill (*discussion initiated and preliminary recommendations have been made*) to be continued, Fall 2012

2. Blackboard Learn will be updated: June 4-7. It will be down due to Service Pack upgrade. Also, IS is migrating the servers to a V-block virtual server configuration in Escondido, which impacts Blackboard. Since there will be few courses in session at that time, the impact to students and faculty is expected to be minimal. Instructors will be notified on May 17, in case they were intending to prep for summer school in June.

3. MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays

8/23 (**MD 134** *this meeting only*)

9/13, 9/27

10/11, 10/25

11/8

ADJOURNMENT: The meeting was adjourned at 3:55 p.m.