
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, September 12, 2013

Approved

PRESENT: Michael Bartulis, Rick Cassoni, Craig Chamberlin, Karen Donovan, Kelly Falcone, Marlene Forney, Sherry Goldsmith, Jackie Martin-Klement, Kalyna Lesyna, Lillian Payn, Erin Hiro, Pat Lupica, Carlos Pedroza, Jonathan Smith, Nancy Thuleen, Tom Ventimiglia

ABSENT: Richard Albistegui-DuBois, Rosie Antonecchia, Tim Hernandez, Lawrence Lawson, Wade Rollins, 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 August 22 minutes were approved as read.

ACTION ITEMS:

1. A motion to withdraw the previous recommendation to license the Community Module and to replace it with the most recent offering by Blackboard (see attached proposal) with an updated Community Module was passed unanimously. The committee considered that the additional modules would be relevant to our students, such as the mobile features, and the pricing has dropped. It is also estimated that we could ask for a \$6000 or more discount adding this on to our existing license.
2. A motion to reduce the existing Distance Education Satisfaction survey from the Chancellor's office to 20 questions, and send to our ATC members for forwarding to their students from Fall 2012/Spring 2013 was passed unanimously. The committee considered that the questions were flawed, redundant, possibly confusing, and not statistically significant. We do not want to do a worthless "busy work" project. The DE reps at the SDICCCA group selected 9 questions to present. Reducing the questionnaire to a smaller pool of questions would give us more worthwhile data for:
 - a) Accreditation Self-Study Standard IIA
 - b) Presentation to the Presidents at the Nov 4 SDICCC meeting
3. The Accreditation Self-Study Work Groups were selected by those present. The plan is to meet outside of our established meeting times to determine what evidence we need to document our best practices and results at Palomar College. Lillian will set up a group discussion board for each group in our Blackboard Sandbox to collect information and conduct discussions between meetings. (See attached Standards descriptions and work group members.)

Timeline

- IIA Instructional Programs/DE: draft #1 due November 8

- IIC Technology Resources: draft #1 due November 1

- INFORMATION:
1. A Mock Interview for DE was held at Grossmont Sept. 6. Lillian, Kelly, and Pat attended. They summarized how it was conducted. Kelly suggested that all of our Standards Groups could have mock interviews; the Standards groups could interview each other in-house.
 2. BB 2014 upgrade schedule (approved by the Instruction Office)
 - 1) Jan 2, 3, 4, 5
 - 2) June 2, 3, 4, 5
 - 3) Aug 1, 2, 3

MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays
2013
10/10
10/24
11/14

ADJOURNMENT: The meeting was adjourned at 3:35 pm.

Accreditation Self-Study Work Groups

Task:

1. **Decide when and where to meet your team mates**
2. **Read the Standards and Evidence sections**
3. **Consider our best practices at Palomar**
4. **Identify what we can document as evidence (Can we assemble what we have, do we need to conduct interviews/surveys, etc.?)**

1. IIA Instructional Programs/DE **[Draft 1 due November 8]**

Guide to Evaluating Distance Education and Correspondence Education

http://www.accjc.org/wp-content/uploads/2012/08/Guide-to-Evaluating-DE-and-CE_2012.pdf

Guide to Evaluating Institutions: See Pages 18-26 for Standards / for Evidence List 33-35

http://www.accjc.org/wp-content/uploads/2012/08/Guide-to-Evaluating-Institutions_August-2012.pdf

- a. Section 1 Alignment with Mission, SLO's, etc. (Craig, Marlene, Erin, Richard)
- b. Section 2 Quality of range of programs, etc. (Pat, Kalyna, Carlos, Lawrence)
- c. Section 3 Standards (Nancy, Michael, Sherry, Jon)
- d. Section 4 -8 Academic and Vocational Programs, Transfer, Academic Integrity, etc. (Karen, Rosie, Tim, Wade, Chris, Tom)

2. IIIC Technology Resources **[Draft 1 due November 1]**

Guide to Evaluating Institutions IIIC Pages for Standards 46-47 / for Evidence List 56

http://www.accjc.org/wp-content/uploads/2012/08/Guide-to-Evaluating-Institutions_August-2012.pdf

(Kelly, Jackie, Rick)