
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, September 26, 2013

Approved

PRESENT: Michael Bartulis, Rick Cassoni, Craig Chamberlin, Karen Donovan, Kelly Falcone, Sherry Goldsmith, Jackie Martin-Klement, Lillian Payn, Erin Hiro, Pat Lupica, Jonathan Smith

ABSENT: Richard Albistegui-DuBois, Rosie Antonecchia, Marlene Forney, Wade Rollins, Chris Sinnott; Nancy Thuleen

GUEST: Barb Kelber

CALL TO ORDER: The September 26 meeting was called to order by the Chair Lillian Payn at 2:04 p.m. in Room LL 104.

MINUTES: The September 12 minutes were approved as read.

ACTION ITEMS:

1. There were no new business or action items.
2. The members present worked on Accreditation tasks.

INFORMATION:

1. Guest Barb Kelber, TERB Chair introduced the challenges to improve responses for our online course evaluations. Since we have used the Evaluation Kit software the return rate went from 18-22% to 54%, though the return has slipped back down to 24%. A challenge is that the cycle is at week 8, not the end of the semester. Kelly and Erin agreed to work on a review of the window in BB that announces the survey.

Suggestions:

- a. Withhold individual grades
 - b. Withhold all grades (done in nursing in f2f classes)
 - c. Adaptive release to block the course until evaluation is submitted
 - d. Challenge since not all instructors use BB
 - e. Freebies such as priority enrollment, free transcript, extra credit, or institutional incentives
2. POET certificates: 5 (this academic year to date), plus 1 credential
89 instructors enrolled in POET training
 3. BB has been very slow, generating many complaint and comments. The tech staff has been on the phone consistently with the troubleshooters at BB, and our request has been elevated to a Tier 3 level... since we were able to collect significant data when the system was offline to send to BB for further analysis.
They sent us emergency files Tuesday morning, which necessitated turning off BB for 6 hours, after a 2-hour warning announcement. While a solution to the speed was not promised, we have had some comments that it is working faster. We are standing by waiting for code to insert as a "Fix" and/or instructions to IS regarding optimizing and configuring the servers that house BB.
 4. Terry Gray, the ATRC supervisor is retiring; his last day is Nov 8.

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 3:30 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)
 - c. Section 3 Standards (Nancy, Michael, Sherry, Jon)
 - d. Section 4 -8 Academic and Vocational Programs, Transfer, Academic Integrity, etc. (Karen, Rosie, Chris)
 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)