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# MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

## — MINUTES —

Thursday, October 24, 2013

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*Approved*

PRESENT: Rick Cassoni, Craig Chamberlin, Karen Donovan, James Eighmey, Kelly Falcone, Marlene Forney, Sherry Goldsmith, Karen McGurk, Lillian Payn, Erin Hiro, Chris Sinnott, Jonathan Smith, Nancy Thuleen

ABSENT: Michael Bartulis, Pat Lupica, Jackie Martin-Klement

CALL TO ORDER: The October 24 meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.

MINUTES: The October 10 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. Lillian summarized the status of the Blackboard issues and what ATRC was doing to correct the situation. ATRC presented a plan with two options on Friday, October 11, which were 1) Blackboard-hosted service and 2) continue to adjust our network and servers according to the Blackboard Team 3 analysts. Vice President Cuaron took the managed-hosting plan to the Vice President's meeting and they approved it for Spring, 2014. Meanwhile, IS and ATRC is working with the Blackboard Analysts and Engineers to improve performance this semester.

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

ADJOURNMENT: The meeting was adjourned at 3:30 pm.

*Institutional Self-Evaluation 2015 Interview - Template*

Standard: \_\_\_\_\_  
(Example: Standard I.A – Mission)

Date/Time: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_  
\_\_\_\_\_

Interviewee(s): \_\_\_\_\_  
\_\_\_\_\_

**Questions/Responses:**

**Question:**

Insert the question per the *Guide to Evaluating Institutions*.  
  
Example: *What does the institution’s mission statement say about its educational purposes? Are these purposes appropriate to an institution of higher learning?*

**Response:**

Record the response using brief answers (preferably in bullet form).  
  
Example:

- Point 1 of response to Mission Statement question
- Point 2 of response to Mission Statement question
- Appropriateness of educational purposes to an institution of higher learning

**Evidence:**

Provide the evidence to support the response. Use Council/committee minutes, hyperlinks to websites and supporting documents, etc., when possible.

[Palomar College Mission Statement](#)

SPC Minutes (date Mission Statement approved by SPC – provide link to minutes)

Governing Board Minutes (date Mission statement approved by Governing Board – provide link to minutes)

*To resize the text boxes for the responses to allow room for longer answers, click on the text box twice to get a solid line around the box. Then use the double arrow to pull down to increase the size of the box.*

**Save the document** in this format: Standard #, your last name, date – Example: *Std 1.A .1 Smith 10.15.12*

**Save the document** on the network share drive and/or **Email the document** to [accreditation@palomar.edu](mailto:accreditation@palomar.edu) with *Interview – Standard I.A.1* (or the appropriate standard) in the subject line.

The network share drive information will be sent to you as soon as it is available.

Standard:

\_\_\_\_\_   
(Example: Standard I.A – Mission)

Standard Team Members/Extensions     Joe Smith, x 6789

Sally Brown, 1234

Bill Jones, x 3456

**List of Evidence** (Embed as a hyperlink if possible.)

- [Palomar College Mission Statement](#)
- SPC Minutes (date Mission Statement approved by SPC – provide link to minutes)
- Governing Board Minutes (date Mission statement approved by Governing Board – provide link to minutes)

Use Council/committee minutes, hyperlinks to websites and supporting documents, etc., when possible.

**Save the document** using this naming format: Evidence Standard # Your Name Date –

Example: *Evidence Std I.A .1 Smith 01.28.13*

**Save the document on the network share drive** and/or **Email the document** along with the response to the questions to [accreditation@palomar.edu](mailto:accreditation@palomar.edu) with *Evidence – Standard I.A.1* (or the appropriate standard) in the subject line.

The network share drive information will be sent to you as soon as it is available.