
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, January 23, 2014

Unapproved

PRESENT: Michael Bartulis, Rick Cassoni, James Eighmey, Kelly Falcone, Marlene Forney, Sherry Goldsmith, Pat Lupica, Jackie Martin-Klement, Karen McGurk, Lillian Payn, Chris Sinnott, Jonathan Smith

ABSENT: Craig Chamberlin, Karen Donovan

CALL TO ORDER: The January 23 meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.

MINUTES: The November 14 minutes were approved as read.

ACTION ITEMS:

1. Accreditation Tasks: Lillian thanked everyone for contributing to the write-ups for Standards IIA and IIC. The respective workgroups are revising Draft 3.
2. Showcase Contest: <http://www2.palomar.edu/pages/onlineshowcase/>
No submissions to date.
3. Course Cancel & Reassignment Procedure: Rick and Pat reported discuss this in a workgroup, and the ATRC team made a series of recommendations to expedite the workflow and procedures.
4. DIL/CLIC: This is the most important task for us to tackle and bring closure to spring semester.

INFORMATION:

1. Blackboard Managed Hosting will be on the February Agenda of the BOG.

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

2014

2/13

2/27

3/13

3/27

4/10

4/24

5/15

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

ATC Meeting: Blackboard Course Transfer Procedure (as a Result of Course Cancellation)

Recommendations

It is the faculty's responsibility of to back up Blackboard Courses.

1. The department chair will notify the instructor to make a back up prior to submitting change in Sys Sheet
2. The department chair assigns self or adds self on sys sheet to any course that may potentially be reassigned
3. The department chair may make a back up.
4. The department chair would distribute the back-up copy to the previous instructor.
5. The department chair would delete the Blackboard course if the previous instructor cannot be contacted or the previous instructor doesn't wish to share course content. (The next Service Pack 14 will have a bulk delete capability.)
6. The department chair submits the sys sheet with the re-assignment.
7. ATRC would distribute an instruction sheet for making back ups and bulk deletes as needed.