

MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 11, 2014

Approved

PRESENT: Michael Bartulis, Terrie Canon, José Fernandez, Erin Hiro, Marlene Forney, Pat Lupica, Jackie Martin-Klement, Mendoza Paulino, Lillian Payn,

ABSENT: Karen Donovan, James Eighmey, Sherry Goldsmith, Karen McGurk, Nancy Thuleen

CALL TO ORDER: The September 11 meeting was called to order by the Chair Lillian Payn at 2:04 p.m. in Room LL 104.

MINUTES: The August 28 minutes were approved as read.

ACTION ITEMS:

1. Committee members approved our goals for the 2014-15 Academic year.

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
POET vs. 2 -Beta Test -update									Ongoing
DIL									
	Contest	Announce		Launch		Deadline (Ap1)	Judge	TEA	
Distance Ed Standards*									
REQUESTS FROM SENATE and/or FACULTY Accreditation IIA, IIIC									

2. Distance Education Standards: VP Cuaron has asked the Senate to form a DE Standards Workgroup, since this is an area that we need to report for Accreditation. Our committee can contribute to these standards. The areas the members brainstormed are: Tutoring, Load, Office Hours, Exams, Accessibility, Orientation
3. DIL:
 - a. Issues that the committee members identified: Digital Divide, At-Risk Students, Set entry standards for High Schools, and Meeting Accreditation Standards regarding the necessary technical skills to required to complete classes successfully.
 - b. The Committee voted to approve the Northstar solution. The rationale is that it is national, grant-funded, modular, and scalable.
 - c. Northstar has recently added modules. The basic computer digital literacy standards and modules in eight main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Word Processing (Word), Social Media, and Excel.
 - d. As of the past summer, the costs are attached to cover the expense of programming and software for automated input of the result scores directly in to PeopleSoft. When the next version of PeopleSoft is adopted, it will have the automated input feature without a third-part solution, but we don't know when this upgrade will take place. In our field tests, the students self-reported their scores, but the members felt it was important to have the scores reported via the software.
 - e. A major challenge is to accommodate students who need assistance to complete a technology assessment. Sherry had mentioned that this assessment is not acceptable because it is mouse-based. (Our meta-analysis did not find any assessments of

technology skills that were not mouse-based.) The institution (Midwest Special Services in Minnesota) that Northstar sent us to in order to discuss their practices stated that it was acceptable for them to have staff sit with them to go through the assessment as needed.

- f. Implementation is another issue. Some ideas were:
 1. This assessment could be included in the assessments that the students take on Assessment Day.
 2. It could be taken for 1-credit as part of registration.
 3. It could be included in the First Year Experience and TLC.
 4. Remediation can be identified through existing classes on campus, DRC, CSIS, Business.
- g. Before we present our formal recommendation, we need to get the latest costs.
- h. Lillian recommended that we have a very tight, clear, and well-written recommendation to send to the Senate.

INFORMATION:

1. Per the request of the PFF representative in the Faculty Senate, Lillian sent a request to review the Course Transfer Procedures as a negotiated item if this requires a change in workload.
2. POET statistics: 11 new POET certificates this academic year since the last Faculty Tea, new credentials from accredited institutions, and a total of 78 validated instructors to date. 52 instructors enrolled in POET so far this semester in the new CourseSites location
3. POET review: We have feedback for Modules 1, 2, and 3. We are still waiting for Module 4.
4. Important Links:

Committee site: <http://www2.palomar.edu/pages/academic-technology-committee/>
 POET site with Logon Instructions: <http://www.palomar.edu/POET>

MEETINGS:

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

9/25
10/9
10/23
11/13

ADJOURNMENT: The meeting was adjourned at 3:15 pm.

From April 24, 2014 Minutes

Motion to Support Implementation of the Digital Information Literacy Assessment:

- 1) \$1,200 yearly to pay for the NorthStar Digital Literacy exam
- 2) Approximately \$20,000 for the SOA Gateway to transfer the payload from the current web gateway to our legacy PeopleTools component of PeopleSoft
- 3) Annual support from our IS department for the SOA Gateway until Palomar's PeopleTools is updated (approximately 2 years from now)