
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, September 25, 2014

Approved

PRESENT: Michael Bartulis, Karen Donovan, James Eighmey, Marlene Forney, Sherry Goldsmith, Erin Hiro, Pat Lupica, Jackie Martin-Klement, Karen McGurk, Mendoza Paulino, Lillian Payn, Nancy Thuleen

ABSENT: Terrie Canon, José Fernandez

CALL TO ORDER: The September 25 meeting was called to order by the Chair Lillian Payn at 2:20 p.m. in Room LL 104.

MINUTES: The September 11 minutes were approved as corrected.

ACTION ITEMS:

1. 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 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. Blackboard is functioning smoothly with the new Managed Hosting license. Also, the planned and announced downtime every Monday morning at 3 am has been also functioning with no negative feedback from the faculty. This may not be a weekly downtime, but only as needed.
2. Distance Education Standards: VP Cuaron has asked to postpone the workgroup until January, 2015.

3. ATRC has visited Media Centers at CSU SM and PLNU to learn other practices. ATRC has also received PLNU for a visit to our center. ATRC at Palomar seems to provide more services. Streaming media will increase in cost since we no longer have the server we used in IS, and we are looking for another hosting service or in-house solution, which is costly.
4. Course Transfer Procedures discussion has stopped since the union was not interested in adding this as a negotiated item if this requires a change in workload. Lillian believes that writing a recommended practice for this situation may be the most reasonable solution at this point.
5. We thought that the Interpreters had access for over a year now, but have found out that the PeopleSoft team is finding that the categories may not work as written in the May 11 Senate Motion 7. Since they are short staffed (2 vacancies in the team of 4) and one staff member is on vacation, we shall have to stand by to see how we can collaborate on a solution that they find is feasible. Meanwhile, the interpreters are anxious to be able to assist students in BB.
6. 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

10/9
10/23
11/13

ADJOURNMENT: The meeting was adjourned at 3:30 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)

DIGITAL LITERACY ASSESSMENT

Proposed RECOMMENDATION TO THE SENATE

September 25, 2014

1. **BACKGROUND:** The Academic Technology Committee conducted a study to address Digital Information Skills; as a result, the committee identified a number of Issues that impact student success: Digital Divide, Identify At-Risk Students, Set Entry Standards for High Schools, and Meeting Accreditation Standards. The committee determined that Palomar College needs to be proactive in assessing incoming students for technology skills as well as provide remediation. The Committee also listed the necessary technical skills required to complete classes successfully, which included basic computer, MicroSoft Office, and Internet skills. The Committee felt it was more realistic to adopt an existing validated assessment tool rather than producing our own. As a result of a meta-analysis of existing published tests, Northstar was selected as the best assessment tool.

2. **The NORTHSTAR SOLUTION:** The Committee voted to approve the Northstar solution (<https://www.digitalliteracyassessment.org/>).
- a. The rationale is that it is national, grant-funded, modular, and scalable. Northstar processes 4 – 8,000 tests per week.nationally.
 - b. The basic computer digital literacy standards and modules cover eight main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Word Processing (Word), Social Media, and Excel. (Northstar has recently added new modules, which indicates that this instrument is continually evaluated and updated. Also, note that the institution can select which modules are included in our assessment.)
 - c. In our field tests, the students self-reported their scores, but the Committee members felt it was important to have the scores reported via the software directly to Palomar College for tracking. Field tests were conducted by Prof. Kelly Falcone and Prof. Jackie Martin-Klement in their classes.
 - d. **COSTS:**
 - i. The testing itself is free to students, who can receive a certificate or badge of completion upon passing the modules.
 - ii. In order to become a “sponsored” site and brand the test to Palomar College, there is an annual fee of \$1,200.
 - iii. To avoid a labor intensive solution of student reporting and/or processing the free certificate at Palomar College, the Committee recommends transferring the test scores directly to our PeopleSoft system. There are two ways to accomplish this:
 1. The latest version of PeopleSoft can connect directly to NorthStar with no extra charge. However, we do not have the latest version, and Palomar’s PeopleTools has no firm update schedule (approximately 2 years from now is projected). OR....
 2. Approximately \$20,000 for the SOA Gateway (Service-Oriented Architecture Security solution) to transfer the payload from the current web gateway to our legacy PeopleTools component of PeopleSoft.
 - e. **ACCESSIBILITY:** A major challenge is to accommodate students who need assistance to complete a technology assessment. Sherry Goldsmith verified 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.) We conferred with an institution (Midwest Special Services in Minnesota) in order to discuss their practices; they stated that it was acceptable for them to have staff sit with special needs students to go through the assessment as required by each individual challenge.
3. **IMPLEMENTATION.** Options:
- a. Assessment Day battery of tests. Official results will appear on transcripts.
 - b. 1-credit as part of registration.
 - c. Included in the First Year Experience and TLC.
 - d. Remediation can be identified through existing classes on campus, DRC, CSIS, Business. Students will automatically receive a list of recommended and/or required courses they would need to complete based on their Northstar test scores.
4. **K – 12 Alignment.** We have had conversations with instructors at both Vista and Oceanside School Districts. They are looking to us to set the standards they will teach. As they prepare students to achieve the standards in Northstar, then we will have increasingly prepared incoming students.