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**MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE**  
**— MINUTES —**  
**Thursday, October 23, 2014**

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Approved

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

ABSENT: Michael Bartulis, Terrie Canon, José Fernandez

CALL TO ORDER: The October 23 meeting was called to order by the Chair Lillian Payn at 2:16 p.m. in Room LL 104.

MINUTES: The October 9 minutes were approved as corrected.

ACTION ITEMS:

1. DIL:
  - a. We had a long discussion about Northstar and Certiport. Each has merits, and which ever we select will be a compromise. The members would like to take the Certiport test, so Lillian will inquire as to how we can get a copy and send it to the members prior to the next meeting. Certiport addresses accessibility, and Lillian showed the web page that gives accessibility information.
  - b. Jackie had presented the Northstar alternative to LOC; that group is very interested in selecting an assessment tool as it is also a WASC standard. With multiple groups on campus interested in establishing an assessment process, it will be more likely to gain administrative approval.
  - c. Faculty have been tracking IL with the Dashboard developed by Katy French's group. ESL has been testing IL. It is funded.
  - d. Sherry recommended that we make a decision and pass our recommendations for DIL assessment along through the district channels; then the district will need to decide how to fund and implement the assessment with regards to accessibility, integration with PeopleSoft, etc. Lillian recalled that Jon Smith and others previously concluded this with regards to other issues; we need to make recommendations based on pedagogy and move on to new issues.
- 2 Best of the Best Contest: Clarification of details and questions:
  - a. The members recommend having training for this contest as well as other training only on "Instruction Days", and not "Non-Instruction Days." They recommend Thursday afternoons and Friday mornings as convenient for PD training.
  - b. The members also recommend that the campaign emphasizes "Communicate Your Content", and to have non CSIS and non GC demo their sites at PD workshops.
  - c. [http:// www2.palomar.edu/pages/onlineshowcase](http://www2.palomar.edu/pages/onlineshowcase)

INFORMATION:

No major developments or news for POET and Blackboard.

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

**11/13**

**Important Links:**

<http://www2.palomar.edu/pages/academic-technology-committee/>

<http://www2.palomar.edu/pages/onlineshowcase/>

<http://www.certiport.com/>

<https://www.digitalliteracyassessment.org/>

ADJOURNMENT: The meeting was adjourned at 3:50 pm.

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*DRAFT*

### **Course Transfer: Recommended Practices for Department Chairs**

To encourage consistent scheduling practices that are consistent and respectful of the Intellectual Property of Full Time and Part Time faculty, the following practices are recommended:

1. Please remind faculty to back up their own Blackboard courses and save the export and/or archive files outside of Blackboard.
2. When scheduling courses that will be taught by new Full Time hires who are yet to be hired, please designate STAFF on the SIS sheet. This alleviates the risk of a Part Time instructor building a course that they most likely will never teach; It also maintains an empty, unassigned Blackboard shell that is waiting for the new hire.
3. When a course is transferred after it has been assigned to an instructor who filled the Blackboard shell with course content, please give a reasonable amount of notice to the original instructor to copy the contents. Please remind the instructor to delete the contents if s/he does not wish to share the course with the newly assigned instructor. Please get permission for the second instructor to use the original instructor's course materials if the course is to be passed on with the contents.
4. If special circumstances prevent the original instructor from copying and/or deleting the Blackboard course contents, please see Academic Technology Resource Center staff for assistance before assigning the course to a new instructor on the SIS sheet in order to back up the course, save the archive and export files, and pass along an empty Blackboard shell.

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October 13 Reply from Northstar:

**Michael Graif** (Northstar Digital Literacy Project Support)

Oct 13 07:57 AM

Hi Lillian,

Sorry for the delay in responding. We can only currently offer the current integration solution whereby our system will post data to a HTTP endpoint of your specifying. We are unable to develop or support any customization of adapters on your side or for your systems due to resource limitations.

Let me know if there's anything else I can provide.

Thanks

Michael

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October 9 Interview with Certiport. Brent Clark:

They are part of Pearson for about 2 years, part of Fast Track for 10 years, and established as Certiport 15 years ago, with IC3 and business application certification programs, official testing, and practice tests. We would be most interested in their assessment called FAST TRACK.

**FAST TRACK**

1. 1 hour assessment (not a certificate)

2. Proctored exam
3. Scored report
4. Topics
  1. Living Online (emails, browsers, etc.)
  2. Computing Fundamentals
  3. Key Computer
  4. Key Applications (Word, Excel, PowerPoint)

## PROCEDURES

1. Free to be a registered test center
2. Proctor exams (all exams are proctored only)
3. Virtual test center can be anywhere on campus
4. Test on purchased exams
5. Browser lockdown so can't look for answer on that computer
6. Randomized questions
7. Pool of Questions
8. Database where results are collected is at Certiport
9. Campus administrator can download results from the Database / typically an excel spreadsheet
10. Costs
  1. \$15/test under 3000 tests
  2. \$6/test over 3000 tests
  3. Possibly negotiate to \$5/test
11. Other institutions
  1. Some make it a profit center (charge/sell exam vouchers –digital/mobile?)
  2. San Jacinto College has certification program (\$20/test)
  3. Rand Green has certification program with Valley Center High
  4. Pasadena City College gives practice test first and student can then take the courses or the test, which they pay for. They use IC3 to test out of the courses.
  5. Long Beach City College uses IC3 to test out of the courses.

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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)

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### DIGITAL LITERACY ASSESSMENT

*Proposed* RECOMMENDATION TO THE SENATE

October 9, 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/>). <<<< This may need to be updated >>>>
  - i. The rationale is that it is national, grant-funded, modular, and scalable. Northstar processes 4 – 8,000 tests per week.nationally.
  - ii. 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.)
  - iii. 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. In the first field test the students took the assessment tests online, collected the results, which were then posted by them in a spreadsheet for analysis. In the second field test, students took the assessment tests online, but the instructor collected and analyzed the results.
  - iv. COSTS:
    - a. The testing itself is free to students, who can receive a certificate or badge of completion upon passing the modules.
    - b. In order to become a “sponsored” site and brand the test to Palomar College, there is an annual fee of \$1,200.
    - c. 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:
    - d. 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....
    - e. 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.
3. **IMPLEMENTATION.** Options:
  - i. Assessment Day battery of tests. Official results will appear on transcripts.
  - ii. 1-credit as part of registration.
  - iii. Included in the First Year Experience and TLC.
  - iv. 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.

**ACCESSIBILITY:** An issue to consider 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 student