
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, January 28, 2016

Approved

PRESENT: Jasibe Carslake, Matt Estes, Erin Feld, Erin Hiro, Linda Morrow, Lillian Payn, Steve Perry, Krystal Rypien

ABSENT: Ron Burgher, Sherry Goldsmith, Amanda Hill, Jackie Martin-Klement, Alix Pouladdej

CALL TO ORDER: The January 28 meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.

We were saddened to learn that Michael Bartulis passed away 22 January, 2016. Mike was a dedicated, consistent, and sincere member of the Academic Technology Committee and had served on the committee for over 5 years. He also was one of the developers of the Palomar Online Education Training, and the final version that ATC continues to deliver for faculty training reflects Mike's contributions.

MINUTES: The November 12, 2015 minutes were approved.

ACTION ITEMS:

1. DE Policy Meta Analysis: Discussion tabled until next meeting.
2. OEI: To join or not to join? ATC members voted to discuss OEI in the Fall semester, since there are so many uncertainties with sustainability if the OEI will be approved and funded as an official option for California CC students, and how this will be implemented when and if it is approved. Committee members will continue to watch OEI activities and decisions. The committee recommended not taking action on such discussions until after we have selected our new administration: President and VPI.

INFORMATION:

1. POET revision: Committee members submitted their edits.
2. Canvas Pilot:
 - a. ATRC/ATC/PD joint project
 - b. 9 faculty participants, and methodology has been outlined
 - c. Reminder to participants to take PD hours for the extra work.
 - d. Completed:
 - i. Canvas training program (and ongoing as needed 1-on-1)
 - ii. PeopleSoft authentication completed
 - iii. BB redirects completed
3. Online Tutoring Pilot: Erin Feld debriefed the committee. There are 500+ students being served (Camp Pendelton, Math, English, accounting, and CSIT). NetTutor has been contracted to offer 24/7 services, since previously

we offered services only during the hours the Tutoring Center staff was working. There were only 20 visits during office hours in the fall using the WWWwhiteboard, and those were mostly by the same student. Clearly there was a need to offer services when online students were studying, which was weekends and late at night.

4. POET statistics: 108 certificates to date, which included 27 external certificates. 17 so far this academic year: 14 during Fall 2015 and 3 in Jan. 2016.
5. Best Practices Showcase: Announced to campus and flyers distributed. A Workshop to package faculty presentations will be held Feb 18, 3 pm, with facilitators David Gray and Lillian Payn. Steve Perry recommended offering a new theme for our next Showcase; rather than highlighting technology in one course, the instructor would present a mini “How-to” lesson with a technique, with examples and how it was implemented.
6. Erin announced the Telescope’s Award. She also shared the challenges of their goal to digitize Telescope archives into a searchable data base. Steve suggested that the San Onofre project was a possible model for this project.
7. **Streaming Server Update:** Linda announced that the Library was working with ATRC and was collecting hard copies of the digital media per the TEACH Act requirements.

To comply with the TEACH Act and place media on our new Kaltura server, we have a new procedure to follow. Please note that the old server will be erased and taken out of service. The media on that server will not be copied to the new server. Please see the link for the steps to follow to add media to the server:

<http://www2.palomar.edu/pages/atrc/files/2016/01/StreamingMediaServerWorkflowProcess.pdf>

Please note that materials that instructors have created are their own and are protected by copyright laws, even if they do not register them. Any media that instructors did not produce are subject to copyright laws and must comply with the TEACH Act. To begin the process, instructors must complete the online Academic Technology Resource Center (ATRC) TEACH Act Compliance Checklist Form in order to have media placed on the new Streaming Media Server using this link:

<https://www2.palomar.edu/pages/atrc/faculty-services/streaming-media/streaming-mediasubmission-form/>.

Because this will be labor- intensive, we are asking faculty to fill out the forms and then submit their media as soon as possible so there is no disruption in availability of media for classes. (Also, please note that the hard copy of the media will not be returned, but will become permanently shelved in the library, in accordance with the TEACH Act.)

MEETINGS: 2016 SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays
 2/25
 3/10
 4/14
 4/28
 5/12

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

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