

---

**MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE**  
**— MINUTES —**  
**Thursday, September 8, 2016**

---

Approved

**PRESENT:** Erin Feld, Mike Gilkey, Sherry Goldsmith, Amanda Hill, Erin Hlro, Linda Morrow, Lillian Payn, Steve Perry, Krystal Rypien

**ABSENT:** Jim Eighmey, Marlene Forney, Teresa Pelkie

**CALL TO ORDER:** The September 8 meeting was called to order by the Chair Lillian Payn at 2:38 p.m. in Room LL 104. New (returning) member Mike Gilkey was welcomed by Committee members.

**MINUTES:** The May 12, 2016 minutes were skipped pending a quorum, which was reached later, and we did not go back to approve them.

**ACTION ITEMS:**

1. Committee members approved of our goals for the past academic year.

**ACADEMIC TECHNOLOGY COMMITTEE**  
**— 2016-2017 —**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
<b>GOALS</b>	Canvas Pilot	OEI -Analysis -Discussion							
	LMS Task Force Selection *	Best Practices Showcase	<i>Announce</i>		<i>Launch</i>		<i>Deadline (Ap1)</i>	<i>Judge</i>	<i>TEA</i>
			POET -review -revise						
		DE Standards Self-Study Recommendations			DE Policy/Plan: Online Classes (Hybrid/Online)				
		Requests from VPI, Deans, Senate, Faculty, ATRC							

2. DE Self-Study: The committee members asked to work on this document further before passing it along to the Senate.
3. The Learning Management System Task Force was outlined by ATRC and asked that the ATC modify as needed and make a recommendation to the Faculty Senate. This is urgent, given that it may take time to agendize our recommendation. The ATRC determined that a recommendation to finalize the LMS is necessary to ensure an orderly, stress-free, phased migration in the event that Canvas is selected. We would need to have the entire campus delivering coursework in Canvas once the Blackboard License expires.

After considerable discussion, the committee recommended the following membership be proposed to the Faculty Senate at their next meeting 9/12.

## **LMS Selection Task Force**

1. **Dan Sourbeer, Vice President of Instruction**
2. **Jack Kahn, SBS Dean**
3. **Najib Manea, Academic Technology Manager**
4. **Lillian Payn, Academic Technology Coordinator**
5. **2 Faculty Senate appointees**
6. **3 faculty members, Academic Technology Committee**
7. **Kelly Falcone, Professional Development**
8. **1 Academic Technology System Engineer**

The committee members recommend that the ATRC conduct research to collect faculty and student data, which will be considered by the LMS Task Force:

1. Usage and satisfaction by students enrolled in Canvas and Blackboard
2. ASG presentations and follow-up surveys
3. Data collected from a website available to the entire campus:
  - a. Demo Live Blackboard and Canvas courses, side by side
  - b. Feedback form

The committee noted that since most online students are not on campus, conducting focus groups or face-to-face presentations would not work, nor would this result in a representative sample.

MEETINGS: 2016 SCHEDULE (LL 104 or LL 109), 2:30 – 4:00 pm / 2<sup>nd</sup>, 4<sup>th</sup> Thursdays  
9/22 (LL 104); 10/13 (LL 104); 10/27 (LL 109); 11/10(LL 109); 12/8 (LL 104)

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

ADJOURNMENT: The meeting was adjourned at 4:05 pm.