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## MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

### — MINUTES —

Thursday, December 8, 2016

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Unapproved

PRESENT: Sarah Dennis Kirk, Jim Eighmey, Erin Feld, Marlene Forney, Mike Gilkey, Sherry Goldsmith, Scott Kardel, Linda Morrow, Lillian Payn, Steve Perry, Krystal Rypien, Seth San Juan

GUEST: Dr. Najib Manea

ABSENT: Erin Hiro, Teresa Pelkie

CALL TO ORDER: The December 9 meeting was called to order by the Chair Lillian Payn at 2:35 p.m. in Room LL 104.

MINUTES: The November 10, 2016 minutes were to approved as read.

#### ACTION ITEMS:

1. Canvas vote: Travis Ritt, Faculty Senate President, requested that the ATC specifically vote to adopt Canvas, even though our previous meeting's vote to join OEI requires us to adopt Canvas. The Faculty Senate will vote on the Canvas licensing at the 1/2/12 meeting. The Learning Management System Task Force also unanimously voted to join OEI and adopt Canvas. The members voted unanimously to adopt Canvas as our official college Learning Management System with one abstention.
2. DE Self Study. Lillian added in Marlene's section about the library. Marlene also pointed out that we should use the latest standards format from ACCJC. Lillian did not complete standardizing the general formatting, which was not opening cleanly due to being edited by so many. Lillian is half-way done with clearing the formatting and adding to styles, which she circulated to invite comments for the document in progress.
3. Canvas Migration Plan: We brainstormed how we should handle the migration. (Najib noted that there are 39 courses delivered in Canvas this semester, Fall 2016. The plan is to:
  - a. After the Senate vote, send an email out to reassure everyone and give confidence in our process to migrate to Canvas. It would indicate our ongoing commitment to support the faculty with a sense of comfort. Erin Feld volunteered to read the letter's draft before it is distributed. (Thank you, Erin.)
  - b. Training Plan (PD credit)
    1. Boot Camps dedicated to in-depth training in a concentrated time-frame. (Spring and Summer)
    2. Online training
    3. Face-to-face training (flexible times)

4. One-on-one training
  5. Tutorials online
  6. Templates for easy course development
  7. Monthly communication newsletters; Canvas site; statistics to show progress, and it was suggested to also show the progress of the percentage of adoption in each department.
  8. Announcements at major meetings on campus, such as Deans/Managers meeting.
  9. The shells are already available for each course in the Spring 2017 schedule. Najib said courses that are not offered every semester or even every year could get a special shell for development in advance.
- c. Phases: One year to migrate, so that we shall use Canvas exclusively to deliver courses in Spring 2018, with that semester BB will be used to only back up and take care of pending issues. The members determined this was enough time if we announce it immediately after the Senate vote.
4. Online Orientation Task Force: Najib needs to assemble a Task Force with 3 members from ATC in addition to Lillian. Marlene, Sherry, and Linda volunteered, and Steve said he was possibly interested. Najib noted that there are 20 different orientations on campus, which can be consolidated and centralized to facilitate the process for students to learn about all of the resources available. Steve mentioned that CSIT covers many of the topics in the technical skills required to learn online, so he requested that we look at how the orientation be waived for those students.

#### INFORMATION ITEMS:

1. Online Proctoring Pilot Update: Najib said that Proctorio was selected by OEI, which uses a WebCam and algorithms to watch the users to detect cheating. This would be a very expensive solution for us since they charge by FTES, not usage and would not be compatible with Blackboard. He found a comparable service, ProctorU that would work as a pilot license in Spring 2017. It uses a live Webcam 24/7 and also works equally well in Blackboard as Canvas. It charges for usage, not FTES. He would conduct the pilot with the 10 faculty members already using proctoring with the STAR center.
2. The LMS Task Force voted unanimously on Monday, Dec. 5 to adopt Canvas and join OEI.
3. The Faculty Senate will vote on the recommendation to adopt Canvas on December 12. If there is time, there will be a discussion about “the future of DE at Palomar College”, which has been on the agenda as an Information Item for a couple of weeks without addressing it, will be postponed until Spring.
4. Najib and Lillian gave a Kaltura Presentation at DET/CHE16 in LA last week. It was well-received.
5. Lillian announced to the Faculty Senate that the ATC voted to join OEI, which generated quite a discussion. To address the many questions, Lillian addressed the questions with information she gathered at DET/CHE16. (See *the document in the Supporting Documents section of our ATC site.*)

6. Notes from Nov. 4 SDICCCA meeting:
  - a. SWC hired a Section 508 specialist for campus-wide training and course review, funded ½ by student equity.
  - b. SWC and IVC has “regular and effective contact” as a separate contact policy, per ACCJC, but SDCC includes it in their DE policy.
7. Review 2016-2017 Goals

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

Our goals are on target except for the POET review, due to the change to Canvas. It will need to be revised to reflect “Canvas.” The DE Self-Study is still being formatted, but will be ready in Spring 2017. We need that completed so we can move forward with Pres. Blake’s request to complete a DE Strategic Plan, which she recently requested during our ATRC meeting with her.

**ANNOUNCEMENTS:** Canvas Pilot 2 Panel, Dec. 9 at 9 am in MD 103, the theme will be what support they would like to have from the college during the transition to Canvas. It will be videotaped and streamed.

**MEETINGS:** 2017 SCHEDULE, 2:30 – 4:00 pm / 2<sup>nd</sup>, 4<sup>th</sup> Thursdays (LL 104)  
2/9; 2/23; 3/9 (LL 109); 3/23; 4/13 (LL 109); 4/27 (LL 109); 5/11

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

**ADJOURNMENT:** The meeting was adjourned at 4:00 pm.