

MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 14, 2017

Unapproved

PRESENT: Robert Chamberlain, Lem Davis, Jim Eighmey, Sherry Goldsmith, Sandy Graves, Ashlee Lain, Liz Mendoza, Linda Morrow, Lillian Payn, Krystal Rypien, Ed Sprague

ABSENT: Michael Arguello, Marlene Forney

CALL TO ORDER: The September 14, 2017 meeting was called to order by the Chair Lillian Payn at 2:35 p.m. in Room LL 104.

MINUTES: The May 11 minutes were approved with one abstention.

ACTION ITEMS:

1. The goals were proposed for the year.

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
GOALS	Training Proposals/ Spring		Dashboard Update	Canvas moving party!	POET update			ATRC site update	
	DE Policy: Online Classes (Hybrid/Online)		DE larger discussions						
	Requests from VPI, Deans, Senate, Faculty, ATRC								
	Observer Access								

Training recommendations included: Transition Session: Add Problem-solving hints, Mini useful lessons, Canvas common issues, How to Back up BB,

2. TERB Coordinator Lesley Williams requests a similar access for Evaluators fulfilling Online Evaluation responsibilities to that of the Interpreters, that was approved through Motion 7 at Faculty Senate meeting May 20, 2013.

The Interpreter settings are an “NI” (Non-Instruction) checkbox in the SIS sheet, with no access to grades or student information, but allowed to comment as needed to assist a student.

Canvas has an “Observer” setting that fits TERB requirements (and complies with FERPA): no access to grades, student information, or communication to students, which is suitable for the Evaluators.

(Note that while the ATRC staff can set up the access within Canvas itself, the SIS sheet where the personnel formally gains the permission is an Instruction Office responsibility, and then PeopleSoft staff actually assign the NI/Observer staff within the corresponding Canvas course. ATRC is coordinating with the Instruction Office and PeopleSoft staff.) Members agreed with this solution.

INFORMATION ITEMS:

1. BB closes at the end of the semester. Reminder to prepare for transfer early since we shall not be able to add more staff. Back up (archive/export courses in BB), and save off grades as excel spreadsheet in case there is a grade dispute.) In the event you did not do either of these, bring in the archive/export zip file (unopened), so the ATRC staff can extract the grades. Please distribute this information. (Only Canvas will be available as of Winter Intersession, January 2018).
2. POET: 149 Certificates total since Jan, 2011, 9 certificates this fall semester.
August 31 LMS data: BB 731 courses available, (out of 2255 courses, Canvas 691 published courses, 369 instructors, and 14, 422 students)
3. DE Standards are in compliance:
 - a. Online Proctoring
 - b. Online Tutoring
 - c. Plagiarism solutions (unPlag and Unicheck building blocks in Canvas)
4. We look forward to our new Instructional Designer who will help faculty set up virtual classrooms in Canvas beginning October 11 pending Board approval. This position will be a tremendous resource and asset to faculty.
5. Online Orientation Pilot: All members are invited to self-enroll to become familiar with it: <https://palomar.instructure.com/enroll/YX43RJ>
The SmarterMeasures in Module 1 was particularly useful; check it out.
6. Lem gave a very useful demo of alternatives to Smart Boards called Smooth boards, with touch screens, and another apps that he produced. We encourage members to bring ideas and demos to meetings.

MEETINGS: 2:30 – 4:00 pm / 2nd, 4th Thursdays (LL 104)
9/28, 10/12, 10/26, 11/9, 12/14

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

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