
MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, February 22, 2018

Approved

PRESENT: Michael Gilkey, Sherry Goldsmith, Ashlee Lain, Liz Mendoza, Linda Morrow, Lillian Payn, Krystal Rypien, Ed Sprague

ABSENT: Jim Eighmey, Marlene Forney

VISITORS: Dean Pearl Ly, Dr. Najib Manea, Tera Lisicky

CALL TO ORDER: The February 22, 2018 meeting was called to order by the Chair Lillian Payn at 2:35 p.m. in Room LL 104.

MINUTES: The February 8, 2018 minutes were approved as read.

ACTION ITEMS:

1. Our committee goal to review the ATRC website was tabled since the college website is being revised. We shall revisit the goal once the new site is released for viewing in order to offer feedback.

INFORMATION ITEMS:

1. Robert Chamberlain has resigned due to a class he was assigned at the same time as our meeting. The members met returning member, Michael Gilkey, who participated in the Canvas Transition planning and had offered important steps to ensure a smooth transition for faculty and students.
2. Dean Ly met the members and shared what was important for us to consider and how she can facilitate our goals.
3. Dr. Manea discussed the Single Sign-On (SSO) transition. He reported that the college is making good progress since about 50% of the students and faculty using Canvas have already set up their new ID.
4. The Accessibility Pilot has 16 participants. Tera Lisicky, our Instructional Designer, has been tasked to lead the pilot. Tera recommended some options to collect data and document students using the sites in the pilot. There are several options for filming students as they navigate the sites. Sherry offered valuable input as to what would be useful as well as realistic.

Additionally, eServices (MyPalomar) has been reported as not being compliant with Section 508. Sherry said that it is; however, registration in general needs to be redesigned since it is difficult for all students. It is not an accessibility issue, but a human factors/usability issue.

The issue that students are facing is Palomar e-mail. As a Web-based system, it doesn't work with screen readers or Jaws. The application Outlook 365 is functional. Students who need to use Palomar e-mail on the Web cannot access it, thus miss all communications from instructors that are sent via e-mail.

Sherry recommends that we have a policy across campus about the use of Publisher's content, since some is compliant, others are not, even within the same publishing company. We discussed this issue with Dean Ly, who agreed that the Deans could be instrumental in communication he need and reasons to comply to the faculty in their divisions. Dean Ly pointed out that the OER materials that are already available from Open Stax, for example, are accessible. This is another reason to encourage faculty to adopt OER content. Sherry also discussed looking at companies that participate in "Voluntary Technology Standards."

5. POET status: 26 certificates so far this academic year, with 166 certificates total since POET was launched in January, 2012.
6. Canvas status: Over ½ of the courses are in Canvas. We still are not at the over 60% level of LMS usage as when we were using both BB and Canvas.

MEETINGS: 2:30 – 4:00 pm / 2nd, 4th Thursdays (LL 104)
3/8; 3/22; 4/12; 4/26; 5/10; 5/24
(We shall meet the last week because it is no longer "finals week".)

ATTACHMENT: Current year's goals

ACADEMIC TECHNOLOGY COMMITTEE —2017-2018 —

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
GOALS	Training Proposals/ Spring		Dashboard Update/ moving party plan	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			Accessible DE Classes					