
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, November 14, 2013

Approved

PRESENT: Michael Bartulis, Rick Cassoni, Craig Chamberlin, Karen Donovan, James Eighmey, Kelly Falcone, Marlene Forney, Pat Lupica, Jackie Martin-Klement, Karen McGurk, Lillian Payn, Erin Hiro, Nancy Thuleen

ABSENT: Sherry Goldsmith, Chris Sinnott, Jonathan Smith

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

MINUTES: The October 24 minutes were approved as read.

ACTION ITEMS:

1. Accreditation Tasks: Lillian thanked everyone for contributing to the write-ups for Standards IIA and IIIC. Lillian packaged everyone's reports and submitted them for Draft 1. We are waiting for feedback from the writing team to identify gaps. The initial meeting for IIIC was very positive; the writing team was pleased with the quality of the Draft 1 report. The IIA meeting is scheduled. Lillian will report the specifics of those meetings and if there is anything we must do for Draft 2.
2. Showcase Contest: We worked out a plan for the next Showcase Contest.
 - a. We shall use the same website from last year for applications, with some minor updates.
 - b. We shall use the broad categories from the Best Practices Checklist as the criteria. Mike will update the links.
 - c. Kelly recommended that the Showcase and POET sites be connected to a publicly available ATC site. This is an excellent idea and one that we discussed in the past. Lillian will request an ATC site to be set up to follow up with this task.
 - d. Lillian will send out the draft to committee members for review so that the announcement can be sent out prior to Thanksgiving break.
 - e. Marketing: PD, calendar on home page, 2 Minutes, ATRC site, Deans' meetings.
 - f. Site updated: <http://www2.palomar.edu/pages/onlineshowcase/>
3. Course Cancel & Reassignment Procedure: Rick and Pat will discuss this in a workgroup.
4. POET review and update: Postponed until 2014.
5. DIL/CLIC: This came up at the IIIC meeting with VP Cuaron and the writing team. Everyone at the meeting agreed that this was a significant task. Also, Sherry submitted her COR, which are attached to the minutes, for 3 courses (DR 40, DR 43-1, DR 43-2) that she conducts to teach technology skills. This is the most important task for us to tackle and bring closure to spring semester.

INFORMATION:

1. Lillian summarized the status of the Blackboard issues and what ATRC was doing to correct the situation. Blackboard- hosted service is still an option, but certain campus issues are being discussed so it can go before the BOG for approval. Meanwhile IS and ATRC is working with the Blackboard Analysts and Engineers to improve performance this semester. IS added over \$8,000 of borrowed RAM (to avoid paying for it if it didn't show improvements) that improved performance. While this may not have solved the problems, the system is acceptable to both faculty and students.

Kelly reported that the Fitness Center tracking system was also down and asked if this was related to BB. Answer: Since all of the servers are housed in IS, ATRC doesn't get involved with them, but BB is in its own virtual server and is totally separate now from everything else on campus.

ANNOUNCEMENTS: Jon Smith announced the birth of his baby boy. Congratulations to the Smith family!

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MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays

2014

1/23

2/13

2/27

3/13

3/27

4/10

4/24

5/15

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

PALOMAR COLLEGE
COURSE OUTLINE FOR CREDIT COURSE

Courses numbered 1 - 49 are remedial or college preparatory courses which do not apply toward an A. A. Degree and are not in transfer.

Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.

Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

Course Number and Title: DR 40 Adapted Computer Skills

Unit Value: 3

Total Lecture Hours: 48-54

Lecture Hours Per Week: 3

Total Lab Hours:

Lab Hours Per Week:

Grading Basis: Grade/Pass/No Pass

Basic Skills Requirements: Appropriate Language and/or Computational Skills.

Requisite(s)

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise noted.

Prerequisite:

None

Corequisite:

None

Prerequisite: Completion of, or concurrent enrollment in

None

Recommended Preparation:

None

Limitation on Enrollment:

None

Catalog Description:

Provides computer training using specialized software and hardware adaptations to assist students with disabilities to develop skills in word processing and Internet research.

Specific Course Objectives:

Upon successful completion of the course the student will be able to:

1. Demonstrate knowledge of basic computer terminology.
2. Discuss software/hardware adaptations necessary to interact with the computer.
3. Demonstrate use of prepared reference system to operate the computer and software.
4. Practice varied strategies to deal with problems and errors.
5. Produce a document using a word processing application.
6. Use disability specific software to support reading and writing.
7. Demonstrate basic search techniques using a web browser.
8. Communicate with instructor via email.
9. Demonstrate knowledge of computer ethics regarding copyright issues.

Methods of Instruction:

Methods of Instruction may include, but are not limited to, the following:

1. Lecture
2. Demonstration
3. Observation
4. Guest Speakers
5. Discussion
6. Group Projects/Activities

Content in Terms of Specific Body of Knowledge:

- I. Hardware and software components and associated computer terminology.
- II. Custom reference system to interact with software.
- III. Strategies to deal with problems and errors.
- IV. Documents with a word processor.
 - A. Editing strategies
 - B. Document format
- V. Specialized software to support reading and writing.
- VI. Internet search tools and data bases.
- VII. Email communication, etiquette and ethics.

Textbooks/Resources:

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

1. Goldsmith, Sherry. An Introduction to Computers and Microsoft Word. Phoenix: Premium Source Publishing, 2005. ISBN

Required Reading:

An Introduction to Computers and Microsoft Word for Beginning Adapted Computer.

Reference system material

Periodic handouts as provided by instructor.

Suggested Reading:**Outside Assignments:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for s

Critical Thinking:**Required Writing:**

Educational contract

Reference card

Class notes

Short paragraph assignments

E-mail

Research project

Methods of Assessment:

Methods of Assessment may include, but are not limited to, the following:

Exams/Tests

Research Projects

Class Participation

Class Work

Homework

Open Entry/Open Exit:

No, course is not offered as open entry/open exit.

Is Course Repeatable for Reason(s) Other Than Deficient Grade? No

Contact Person: Sherry Goldsmith

PALOMAR COLLEGE
COURSE OUTLINE FOR CREDIT COURSE

- Courses numbered 1 - 49 are remedial or college preparatory courses which do not apply toward an A. A. Degree and are not intend
- Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.
- Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

Course Number and Title: DR 43.2 Software for Students with Vision Loss II

Unit Value: 3

Total Lecture Hours: 48-54

Lecture Hours Per Week: 3

Total Lab Hours:

Lab Hours Per Week:

Grading Basis: Grade/Pass/No Pass

Basic Skills Requirements: Appropriate Language and/or Computational Skills.

Requisite(s)

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise stated.

Prerequisite:

None

Corequisite:

None

Prerequisite: Completion of, or concurrent enrollment in

None

Recommended Preparation:

Keyboarding skills with a minimum of 15 words per minute along with prior experience with a screen reading or magnification appl

Limitation on Enrollment:

None

Catalog Description:

Provides training using specialized software and hardware adaptations in combination with Microsoft Office, Internet Explorer, and other ac applications.

Specific Course Objectives:

Upon successful completion of the course the student will be able to:

1. Demonstrate knowledge of basic configuration requirements for their specific adaptation.
2. Demonstrate knowledge of the help menu in assistive technology programs.
3. Operate a variety of applications using keyboard and mouse commands.
4. Apply file management strategies to create folders and organize files.

5. Demonstrate basic search techniques using a web browser.
6. Practice varied strategies to deal with problems and errors.
7. Discuss issues related to the ethical use of email and the computers.

Methods of Instruction:

Methods of Instruction may include, but are not limited to, the following:

1. Lecture
2. Demonstration
3. Guest Speakers
4. Discussion
5. Group Projects/Activities
6. Other (Specify): Skills rubrics based on primary access technology.

Content in Terms of Specific Body of Knowledge:

1. Configure software specific to vision needs.
2. Help menu navigation with access technology.
3. Custom reference system to interact with software:
 1. Braille
 2. Audio files
 3. Digital files
4. Keyboard and mouse commands to control software.
5. Organization of files and folders
6. Microsoft office applications with access technology
7. Internet search tools and data bases
8. Strategies to deal with problems and errors.
9. Ethical use of email and computers

Textbooks/Resources:

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

Required Reading:

Audio CD of training lessons

Reference list of software commands

Note: all reading material will be accessible via Braille, audio or digital file.

Suggested Reading:

Outside Assignments:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term class

Critical Thinking:

Required Writing:

Educational contract

Short paragraph assignments

Class notes and individualized directions.

Methods of Assessment:

Methods of Assessment may include, but are not limited to, the following:

- Exams/Tests
- Quizzes
- Papers
- Projects
- Class Work
- Homework
- Skills Test

Open Entry/Open Exit:

No, course is not offered as open entry/open exit.

Is Course Repeatable for Reason(s) Other Than Deficient Grade? No

Contact Person: Sherry Goldsmith

PALOMAR COLLEGE
COURSE OUTLINE FOR CREDIT COURSE

- Courses numbered 1 - 49 are remedial or college preparatory courses which do not apply toward an A. A. Degree and are not intended for transfer.
- Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.
- Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

Course Number and Title: DR 43.1 Software for Students with Vision Loss I

Unit Value: 3

Lecture Hours Per Week: 3

Lab Hours Per Week:

Total Lecture Hours: 48-54

Total Lab Hours:

Grading Basis: Grade/Pass/No Pass **Basic Skills Requirements:** Appropriate Language and/or Computational Skills.

Requisite(s)

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise stated.

Prerequisite:

None

Corequisite:

None

Prerequisite: Completion of, or concurrent enrollment in

None

Recommended Preparation:

Keyboarding skills with a minimum of 15 words per minute.

Limitation on Enrollment:

None

Catalog Description:

Provides training using specialized software and hardware adaptations to assist students with blindness/low vision to develop computer skills. **Specific Course Objectives:**

Upon successful completion of the course the student will be able to:

1. Demonstrate knowledge of basic computer and software specific terminology.
2. Demonstrate knowledge of software configuration to accommodate individual vision needs.
3. Operate computer applications using keyboard and mouse commands specific to the software.
4. Demonstrate the use of a word processor to compose and edit a document.
5. Practice varied strategies to deal with problems and errors.

6. Discuss appropriate note-taking system to meet vision needs.

Methods of Instruction:

Methods of Instruction may include, but are not limited to, the following:

1. Lecture
2. Demonstration
3. Guest Speakers
4. Discussion
5. Group Projects/Activities

Content in Terms of Specific Body of Knowledge:

1. Basic computer and software terminology.
2. Mechanisms to express software configuration for specific vision needs.
3. Custom reference system to interact with software.
 1. Braille
 2. Audio files
 3. Digital files
4. Keyboard and mouse commands to control software
5. Document creation with a word processor.
 1. Editing strategies with speech output
6. Strategies to deal with problems and errors.
7. Note-taking systems for a variety of vision needs.

Textbooks/Resources:

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

Required Reading:

Audio CD of training lessons

Reference list of software commands

Note: All reading material will be accessible via Braille, audio file or digital file. **Suggested Reading:**

Outside Assignments:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Critical Thinking:

Required Writing:

Educational contract

Short paragraph assignments

Class notes **Methods of Assessment:**

Methods of Assessment may include, but are not limited to, the following:

- Exams/Tests
- Quizzes
- Class Participation
- Class Work
- Homework
- Skills Test
- Demonstration

Open Entry/Open Exit:

No, course is not offered as open entry/open exit. **Is Course Repeatable for Reason(s) Other Than Deficient Grade?** No **Contact Person:** Sherry Goldsmith