MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
Thursday, January 23, 2014
2:00 – 3:30 p.m.
Room LL 104
A G E N D A

I.   CALL TO ORDER

II. ACTION

    A. Approve minutes

    B. New Business
        1. Accreditation Tasks
        2. Showcase Contest
        3. Course Cancel & Reassignment Procedure
                    (see attachment)
        4. Other

III. INFORMATION
    A. Managed hosting updates
    B. Other

IV. ANNOUNCEMENTS

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

    <u>2014</u>

    2/13
    2/27
    3/13
    3/27
    4/10
    4/24

VI. ADJOURNMENT

Bartulis, Mike
Cassoni, Rick
Chamberlin, Craig
Donovan, Karen
Eighmey, James
Falcone, Kelly
Forney, Marlene
Goldsmith, Sherry
Lupica, Pat
Martin-Klement, Jackie
McGurk, Karen
Payn, Lillian
Sinnott, Chris
Smith, Jonathan

Rick Cassoni and Pat Lupica

Dec. 3, 2013 10 am

Recommended Procedure

1. Notify the instructor to make a back up prior to submitting change in Sys Sheet
   (Time frame to wait: 1, 2, 3 days?)

2. Assign shell to new instructor
3. ATRC: automatically wipe the shell clean after designated time period, when processed
4. Previous instructor has choice whether to share materials

Other suggestions were to:

1. ATRC makes a backup that is archived for the previous instructor, but must develop a mechanism to transmit files
2. Determine how often this occurs

ATRC Meeting: Course Cancelation Procedure

Dec. 10, 2013 10 am

They recommended a very simple procedure, one that takes them out of the loop, since they don't have the authority to make faculty/academic decisions. Also, union workload issues. They did say courses are reassigned quite frequently at the beginning of any given semester. Less in the middle of the semester.

This is their recommendation:

1. Notify the instructor to make a back up prior to submitting change in Sys Sheet
2. The department chair assigns self or adds self on sys sheet to any course that may potentially be reassigned
3. If the assign must happen quickly, the department chair can then make a back up if the instructor was unable to make it. The department chair would distribute the back up copy to the previous instructor.
4. If the previous instructor did not wish to share the materials with the new instructor, the department chair would delete the Blackboard course. The next Service Pack 14 will have a bulk delete capability.
5. The department chair submits the sys sheet with the re-assignment.

ATRC would distribute an instruction sheet for making back ups and bulk deletes as needed.