MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
Thursday, February 13, 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. DIL (see attachments)
        2. Showcase Contest
        3. Course Cancel & Reassignment Procedure
           (see attachment)
        4. Other

III. INFORMATION
    A. Active Learning Leaders Conference 2/22
    B. Managed hosting updates
    C. Accreditation and Workgroup updates
        A. Substantive Change
        B. Authentication and Authorization
        C. ATRC/IS Collaboration
    D. BB Activity

IV. ANNOUNCEMENTS

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

    2014

    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

1. Goal is to institutionalize Digital Literacy to prepare students for:
   a. College/University
   b. Employment
2. Oceanside High School asked what we require so they can prepare their students for Palomar College

3. Assessment
   a. Use the Norstar Engine for the literacy exam
      (Omit the Access exam)
   b. Record directly into eServices
   c. Potential to test 15, 000 students/year
4. Remediation Plan: Results generate a recommended sequence
5. 70% or better: optional coursework
6. 50-69%: take coursework prior to graduation
7. 49% or below: require remediation, possibly through TLC

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 universi

Course Number and Title: DR 40 Adapted Computer Skills

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 oth

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 sk
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. <u>An Introduction to Computers and Microsoft Word</u>. 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 intende
- 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

Lecture Hours Per Week: 3

Total Lecture Hours: 48-54

Lab Hours Per Week:

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 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 aca
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 stratiegies 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 rubics 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 pragraph 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

ATC Meeting: Blackboard Course Transfer Procedure
(as a Result of Course Cancelation)

<u>Recommendations</u>

It is the faculty's responsibility to back up Blackboard Courses.

1. The department chair will 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. The department chair may make a back up.
4. The department chair would distribute the back-up copy to the previous instructor.
5. The department chair would delete the Blackboard course if the previous instructor cannot be contacted or the previous instructor doesn't wish to share course content. (The next Service Pack 14 will have a bulk delete capability.)
6. 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.