## MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

Thursday, October 9, 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
    - 2. Other
- III. INFORMATION
  - A. Blackboard Conference 10/2/14
  - B. POET/Blackboard Status
  - C. Distance Education Workgroup
  - D. Course Transfer update
  - E. Interpreter access to Blackboard
  - F. Other
- IV. ANNOUNCEMENTS
- V. MEETINGS: (LL 104)  $2:00 3:30 \text{ pm} / 2^{\text{nd}}, 4^{\text{th}}$  Thursdays

10/23

11/13

VI. ADJOURNMENT

Bartulis, Mike
Canon, Terrie
Donovan, Karen
Eighmey, James
Fernandez, José
Forney, Marlene
Goldsmith, Sherry

Hiro, Erin Lupica, Pat Martin-Klement, Jackie

McGurk, Karen Mendoza, Paulino Payn, Lillian Thuleen, Nancy

#### DIGITAL INFORMATION LITERACY ASSESSMENT

Proposed RECOMMENDATION TO THE SENATE September 25, 2014

- PROBLEM: Palomar College has no assessment instrument or procedure in place to identify incoming students' digital information literacy skill levels. Such assessment is one way to predict success in college-level coursework.
- II. **NEED:** The Academic Technology Committee conducted a study to address Digital Information Skills; as a result, the committee identified a number of issues that impact student success: Digital Divide, At-Risk Students, Set Entry Standards for High Schools, and Meeting Accreditation Standards. The Committee also listed the necessary technical skills required to complete classes successfully, which included basic computer, Microsoft Office, and Internet skills. The committee determined that Palomar College needs to be proactive in assessing incoming students for technology skills as well as providing remediation. Various workgroups on campus have been designing in-house assessment instruments in recent years. The Committee felt it was more realistic to adopt an existing validated assessment tool rather than producing our own. As a result of a meta-analysis of existing published tests, Northstar was selected as the best assessment tool.
- III. ALTERNATIVES: Various options have been explored:
  - A. Produce an instrument in-house (approximately \$100,000 and 1 year development time).
  - B. Hire an instructional designer or similar consultant to develop an instrument (approximately \$100,000 and 1 year development time).
  - C. License an existing software product (Fees vary). Reliable options are:
    - i. Northstar (https://www.digitalliteracyassessment.org/)
    - ii. Certiport IC3

(http://www.certiport.com/PORTAL/desktopdefault.aspx?tabid=669&roleid=101)

- IV. **SOLUTION**: The Committee voted to approve the Northstar solution (https://www.digitalliteracyassessment.org/).
  - A. **Rationale**: Northstar is national, grant-funded, modular, and scalable. Northstar processes 4 8,000 tests per week nationally.
  - B. **Description**: The basic computer digital literacy standards and modules cover eight main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Word Processing (Word), Social Media, and Excel. (Northstar has recently added new modules, which indicates that this instrument is continually evaluated and updated. Also, note that the institution can select which modules are included in our assessment.)
  - C. Field Tests: The students self-reported their scores in field tests conducted by two instructors, but the Committee members felt it was important to have the scores reported via the software directly to Palomar College for tracking. Field tests were conducted by Prof. Kelly Falcone and Prof. Jackie Martin-Klement in their classes. <<<GET test results.>>>
  - D. Costs:
    - 1. The testing itself is free to students, who can receive a certificate or badge of completion upon passing the modules.
    - 2. In order to become a "sponsored" site and brand the test to Palomar College, there is an annual fee of \$1,200.
    - 3. To avoid a labor intensive solution of student reporting and/or processing the free certificate at Palomar College, the Committee

recommends transferring the test scores directly to our PeopleSoft system. There are two ways to accomplish this:

- a. The latest version of PeopleSoft can connect directly to Northstar with no extra charge. However, we do not have the latest version, and Palomar's PeopleTools has no firm update schedule (approximately 2 years from now is projected). OR....
- Approximately \$20,000 for the SOA Gateway (Service-Oriented Architecture Security solution) to transfer the payload from the current web gateway to our legacy PeopleTools component of PeopleSoft.
- E. **Implementation**. Options as part of mandatory orientation:
  - 1. Assessment Day battery of tests. Official results will appear on transcripts.
  - 2. Included in the First Year Experience, 3SP Orientation, and TLC.
  - 3. Remediation will be identified through existing classes on campus, DRC, CSIS, and Business. Students will automatically receive a list of recommended and/or required courses they would need to complete based on their Northstar test scores.
- F. **K 12 Alignment**. We have had conversations with instructors at both Vista and Oceanside School Districts. They are looking to us to set the standards they will teach. As they prepare students to achieve the standards in Northstar, then we will have increasingly prepared incoming students.
- G. Accessibility. A major challenge with NorthStar is providing equal access for all students. The program is closed captioned and the directions are read aloud. The program requires the use of the mouse to select answers, move to the next question and complete activities. Our meta-analysis did not find any assessments of technology skills that were not mouse based. Sherry Goldsmith verified that students using alternate input methods such as keyboard commands or voice recognition are not able to independently use the program. Students with vision problems are not able to access the information on the screen using a screen reading program. NorthStar is not ADA compliant; however, one institution (Midwest Special Services in Minnesota) provided accommodations for students with special needs by having staff go through the assessment with the student providing the support needed.

# Computer Literacy Exam San Jacinto College

# The Requirement

San Jacinto College requires all associate degree students to demonstrate computer literacy. A student pursuing an Associate of Arts, an Associate of Science, or an Associate of Arts in Teaching has three options to satisfy the college's computer literacy requirement. The student must achieve a passing grade or score in one of the following:

- ITSC 1309 Integrated Software Applications I (3 credit hours)
- BCIS 1305 Business Computer Applications (3 credit hours)
- San Jacinto College Computer Literacy Exam (0 credit hours)

A student passing the computer literacy exam is not required to take a computer literacy course.

A student pursuing an AAS degree or a certificate that requires ITSC 1309 or BCIS 1305 as part of the coursework for the degree or certificate will be required to take the course and is not eligible to take the exam.

#### The Exam

The SJC computer literacy exam is a faculty developed, computer-based exam that includes 68 multiple choice and simulation questions focused on the topics covered by the college's computer literacy courses. For more specific objectives, see the syllabus for each course; generally, the exam questions are about:

- Making informed computing technology purchasing decisions
- Performing common operating system and file management tasks including basic maintenance
- Using word processor, spreadsheet, database and presentation software to produce business related documents
- Using computers to access, evaluate, create and share information safely and securely

A student has up to 90 minutes to complete the exam once it begins and must answer correctly 75% of the questions to pass the exam. A student may study or prepare for the exam using the textbooks for BCIS 1305 or ITSC 1309. IC<sup>3</sup> Exam preparation materials and study guides may also be useful.

### The Process

A student may attempt the exam one time. To take the exam, a student must receive an exam request form from an educational planner. The form must be completed and taken to the business office to pay the \$20 exam fee. The business office will provide a receipt which the student must present to the testing center to schedule and take the exam. Once the exam has been completed, results will be available within two days at either the educational planning office or the enrollment services office. The student should consult with an educational planner after receiving the exam result.



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## Overview

First there was the Stone Age, then the Bronze Age, and later the Industrial Age. Now, we are in the Digital Age. The Digital Age brings opportunities never before dreamed of, but to take advantage, you must be prepared. And what is the best way to prepare for success in this digital age? The answer is IC<sup>3</sup> certification.

IC3 gives you a clear advantage over other, lesser- prepared individuals, and whether you are competing in the classroom or the job market, IC3 moves you ahead.

You don't have to be focusing on a career in computers to benefit from IC3. Today, virtually any career or field of study requires the use of computers. The IC3 certification can set you apart from the crowd and provide many opportunities. The Internet and Computing Core Certification (IC3®) provides students and job-seekers with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The Global Standard 4 is an internationally recognized standard for digital literacy and reflects the most relevant skills needed in today's academic and business environments. More...

#### Certifications







## Exam Preparation

CERTIPREP IC3 PRACTICE TESTS

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IC3 FAST TRACK

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For commercial education providers, the new IC<sup>3</sup> Commercial License will mean lower costs, expanded implementation, increased control, and simplified budgeting. View PDF...

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90-94.99%	20%	90-94.99%	15.79%	90-94.99%	24%	90-94.99%	44.44%
85-89.99%	26.67%	85-89.99%	10.53%	85-89.99%	28%	85-89.99%	11.11%
80-84.99%	0%	80-84.99%	0%	80-84.99%	12%	80-84.99%	11.11%
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Turn computer and monitor on and off	20%	Turn computer and monitor on and off	5.26%	Turn computer and monitor on and off	8%	Turn computer and monitor on and off	11.11%
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antivirus software	6.67%	antivirus software	0%	antivirus software	4%	antivirus software	0%
(Norton, McAfee, AVG)		(Norton, McAfee, AVG)		(Norton, McAfee, AVG)		(Norton, McAfee, AVG)	
Avoid providing personal or financial information unless	33.33%	Avoid providing personal or financial information unless	36.84%	Avoid providing personal or financial information unless	84%	Avoid providing personal or financial information unless	55.56%
on a secured website	33.3370	on a secured website	30.0470	on a secured website	0470	on a secured website	33.3070
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Identify the operating system	0%	Identify the operating system	5.26%	Identify the operating system	8%	Identify the operating system	0%
Identify the Dock	6.67%	Identify the Dock	10.53%	Identify the Dock	8%	Identify the Dock	0%
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Use Finder to locate files, folders, and applications	6.67%	Use Finder to locate files, folders, and applications	5.26%	Use Finder to locate files, folders, and applications	16%	Use Finder to locate files, folders, and applications	11.11%
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Open applications using the Application Folder	13.33%	Open applications using the Application Folder	10.53%	Open applications using the Application Folder	12%	Open applications using the Application Folder	22.22%
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Demonstrate knowledge of System Preferences	6.67%	Demonstrate knowledge of System Preferences	0%	Demonstrate knowledge of System Preferences	16%	Demonstrate knowledge of System Preferences	0%
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financial information) or	13.33%	financial information) or	5.26%	financial information) or	16%	financial information) or	22.22%
email address to unfamiliar		email address to unfamiliar		email address to unfamiliar		email address to unfamiliar	
people		people		people		people	
Identify and delete junk mail,	13.33%	Identify and delete junk mail,	10.53%	Identify and delete junk mail,	20%	Identify and delete junk mail,	0%
including spam	15.5570	including spam	10.5570	including spam	2070	including spam	0,0
Be selective and cautious		Be selective and cautious		Be selective and cautious		Be selective and cautious	
about forwarding email to	0%	about forwarding email to	5.26%	about forwarding email to	20%	about forwarding email to	0%
large groups of people		large groups of people		large groups of people		large grouns of neonle	
Define computer virus	6.67%	Define computer virus	0%	Define computer virus	8%	Define computer virus	11.11%
Define and tell the difference		Define and tell the difference		Define and tell the difference		Define and tell the difference	
between a URL and an email	0%	between a URL and an email	0%	between a URL and an email	12%	between a URL and an email	0%
address	0,0	address	0,0	address	12/0	address	0,0
None. I answered all		None. I answered all		None. I answered all		None. I answered all	
questions correctly.	20%	questions correctly.	47.37%	questions correctly.	8%	questions correctly.	22.22%
, and the same of			ore on the		n+2	4	
		<u> </u>		Microsoft Word assessme			
	cent Answered	Percent	Answered		Answered	Percent	t Answered
95-100%	13.33%	95-100%	47.37%	95-100%	24%	95-100%	22.22%
90-94.99%	40%	90-94.99%	26.32%	90-94.99%	36%	90-94.99%	33.33%
85-89.99%	20%	85-89.99%	15.79%	85-89.99%	24%	85-89.99%	33.33%
80-84.99%	20%	80-84.99%	5.26%	80-84.99%	4%	80-84.99%	0%
75-79.99%	6.67%	75-79.99%	0%	75-79.99%	4%	75-79.99%	11.11%
70-74.99%	0%	70-74.99%	5.26%	70-74.99%	4%	70-74.99%	0%
65-69.99%	0%	65-69.99%	0%	65-69.99%	4%	65-69.99%	0%
60-64.99%	0%	60-64.99%	0%	60-64.99%	0%	60-64.99%	0%
0-59.99%	0%	0-59.99%	0%	0-59.99%	0%	0-59.99%	0%
Unanswered	0%	Unanswered	0%	Unanswered	0%	Unanswered	0%
							0/8
Please ched	ck the box nex	it to the skills you need to	improve a	is stated by the INCORREC	I items fro	om your assessment.	
Answers 'er	cent Answered	Answers nt	Answered	Answers nt	Answered	Answers	t Answered
Courts a many de comment	0%	C	0%	Country of the control of	0%	C	0%
Create a new document	U%	Create a new document	0%	Create a new document	0%	Create a new document	U%
Save and close a document	6.67%	Save and close a document	0%	Save and close a document	4%	Save and close a document	0%
Save and crose a document	0.0770	Save and close a document	070	save and close a document	470	Save and close a document	070
	0%	Open existing document	5.26%	Open existing document	8%	Open existing document	0%
Onen existing document						- F	
Open existing document	070						
			47 37%	Identify ribbon and toolbars	60%	Identify ribbon and toolbars	55 56%
Identify ribbon and toolbars	86.67%	Identify ribbon and toolbars	47.37%	Identify ribbon and toolbars	60%	Identify ribbon and toolbars	55.56%
Identify ribbon and toolbars Demonstrate knowledge of	86.67%	Identify ribbon and toolbars Demonstrate knowledge of		Demonstrate knowledge of		Demonstrate knowledge of	
Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save"		Identify ribbon and toolbars  Demonstrate knowledge of the difference between "Save"	47.37% 0%	Demonstrate knowledge of the difference between "Save"	60% 4%	Demonstrate knowledge of the difference between "Save"	55.56% 0%
Identify ribbon and toolbars Demonstrate knowledge of	86.67%	Identify ribbon and toolbars Demonstrate knowledge of		Demonstrate knowledge of		Demonstrate knowledge of	
Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" rud "Save As" of save fires particular folder or file	86.67%	Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" The Save As "o save for a particular folder or file		Demonstrate knowledge of the difference between "Save"		Demonstrate knowledge of the difference between "Save" USE "Save AS to Save toos particular folder or file	
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Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" and "Save As" of save ora particular folder or file location and name the	86.67% 0% 20%	Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" Use Save As "o save" particular folder or file location and name the	0% 0%	Demonstrate knowledge of the difference between "Save" USE "Save As "to function a particular folder or file location and name the	4% 36%	Demonstrate knowledge of the difference between "Save" USE "Save As "to functions particular folder or file location and name the	0% 11.11%
Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" rud "Save As" of save fires particular folder or file	86.67%	Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" The Save As "o save for a particular folder or file	0%	Demonstrate knowledge of the difference between "Save" USE "Save AS to functiona particular folder or file	4%	Demonstrate knowledge of the difference between "Save" USE "Save AS to Save toos particular folder or file	0%
Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" USE "Save AS" "Save WS particular folder or file location and name the Use undo and redo arrows	86.67% 0% 20% 13.33%	Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" Use "Save As "o fave for a particular folder or file location and name the Use undo and redo arrows	0% 0% 5.26%	Demonstrate knowledge of the difference between "Save" UN "SAVE AS" O'MAVE WA particular folder or file location and name the Use undo and redo arrows	4% 36% 16%	Demonstrate knowledge of the difference between "Save" UN "SAVE AS" ON WE'DTA particular folder or file location and name the Use undo and redo arrows	0% 11.11% 11.11%
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Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" "Save As" of Save Tool particular folder or file location and name the Use undo and redo arrows  Cut, copy and paste Use spell check and grammar check Format the size, color and type of font Align text: left, center and right justify  Set single or double spacing Use bullets and automatic numbering Use print preview and print  Set margins  Select portrait or landscape Identify file extensions, corresponding document tynes and associated programs None. I answered all questions correctly.	86.67%  0%  20%  13.33%  26.67%  6.67%  0%  0%  0%  6.67%  0%  13.33%  6.67%  All  cent Answered  33.33%  53.33%  6.67%	Identify ribbon and toolbars Demonstrate knowledge of the difference between "Save" "INE SAVE AS TO MAN TO A particular folder or file location and name the Use undo and redo arrows  Cut, copy and paste Use spell check and grammar check Format the size, color and type of font Align text: left, center and right justify Set single or double spacing Use bullets and automatic numbering Use print preview and print Set margins  Select portrait or landscape Identify file extensions, corresponding document tynes and associated programs None. I answered all questions correctly.  Oout how long did it to  Percent 15 minutes 30 minutes 45 minutes 1+ hour Unanswered	0% 0% 5.26% 21.05% 5.26% 10.53% 0% 21.05% 0% 05.79% 0% 06.84% 42.11% 21.05% 0% 0%	Demonstrate knowledge of the difference between "Save" 1978 "Save" As "o Save" 1978 and name the Use undo and redo arrows  Cut, copy and paste  Use spell check and grammar check  Format the size, color and type of font Align text: left, center and right justify  Set single or double spacing  Use bullets and automatic numbering  Use print preview and print  Set margins  Select portrait or landscape Identify file extensions, corresponding document types and associated programs None. I answered all questions correctly.  O complete all 5 assess  Percent 15 minutes 30 minutes 45 minutes	4% 36% 16% 28% 0% 28% 12% 4% 4% 0% 8% 16% 8% **Ments?* Answered 36% 44% 16% 4% 0%	Demonstrate knowledge of the difference between "Save" THE "Save" AS "In Save" THE Location and name the Use undo and redo arrows  Cut, copy and paste  Use spell check and grammar check  Format the size, color and type of font Align text: left, center and right justify  Set single or double spacing  Use bullets and automatic numbering  Use print preview and print  Set margins  Select portrait or landscape Identify file extensions, corresponding document types and associated programs None. I answered all questions correctly.  Percent  15 minutes 30 minutes 45 minutes	0% 11.11% 11.11% 22.22% 0% 22.22% 11.11% 22.22% 11.11% 11.11% 11.11% 11.11% 11.11% 0% 4.44% 22.22%

	Percent Answered	Perce	nt Answered	Perce	ent Answered	Perce	ent Answered
Strongly Agree	73.33%	Strongly Agree	68.42%	Strongly Agree	48%	Strongly Agree	55.56%
Agree	26.67%	Agree	31.58%	Agree	40%	Agree	44.44%
Neither Agree nor Disagree	0%	Neither Agree nor Disagree	0%	Neither Agree nor Disagree	8%	Neither Agree nor Disagree	0%
Disagree	0%	Disagree	0%	Disagree	0%	Disagree	0%
Strongly Disagree	0%	Strongly Disagree	0%	Strongly Disagree	0%	Strongly Disagree	0%
Not Applicable	0%	Not Applicable	0%	Not Applicable	0%	Not Applicable	0%
Unanswered	0%	Unanswered	0%	Unanswered	4%	Unanswered	0%
	Wha	t technology devices	do you reg	gularly use (check all	that apply	):	
Answers	'ercent Answered	Answers	nt Answered	Answers	nt Answered	Answers	nt Answered
cell phone (not web-enabled	d) 6.67%	cell phone (not web-enabled)	10.53%	cell phone (not web-enabled)	36%	cell phone (not web-enabled)	11.11%
Smart phone (web-enabled)	93.33%	Smart phone (web-enabled)	84.21%	Smart phone (web-enabled)	76%	Smart phone (web-enabled)	88.89%
Tablet	46.67%	Tablet	26.32%	Tablet	40%	Tablet	22.22%
Laptop computer	100%	Laptop computer	100%	Laptop computer	96%	Laptop computer	88.89%
eReader	13.33%	eReader	15.79%	eReader	4%	eReader	33.33%
desktop computer	53.33%	desktop computer	21.05%	desktop computer	44%	desktop computer	33.33%
	Palomar Colle	ge provides the tech	nology trai	ning you need to be	a successfu	ull student	
	Percent Answered		ent Answered		ent Answered		ent Answered
Strongly Agree	26.67%	Strongly Agree	47.37%	Strongly Agree	24%	Strongly Agree	11.11%
Agree	33.33%	Agree	36.84%	Agree	52%	Agree	33.33%
Neither Agree nor Disagree	33.33%	Neither Agree nor Disagree	10.53%	Neither Agree nor Disagree	20%	Neither Agree nor Disagree	55.56%
Disagree	0%	Disagree	0%	Disagree	4%	Disagree	0%
Strongly Disagree	0%	Strongly Disagree	5.26%	Strongly Disagree	0%	Strongly Disagree	0%
Not Applicable	6.67%	Not Applicable	0%	Not Applicable	0%	Not Applicable	0%
Unanswered	0%	Unanswered	0%	Unanswered	0%	Unanswered	0%
Palor	mar College pro	vides the technology	y, such as c	computers, you need	to be a suc	ccessfull student	
	Percent Answered	Perce	nt Answered	Perce	ent Answered	Perce	ent Answered
Strongly Agree	26.67%	Strongly Agree	52.63%	Strongly Agree	32%	Strongly Agree	44.44%
Agree	53.33%	Agree	47.37%	Agree	52%	Agree	44.44%
Neither Agree nor Disagree	20%	Neither Agree nor Disagree	0%	Neither Agree nor Disagree	16%	Neither Agree nor Disagree	11.11%
Disagree	0%	Disagree	0%	Disagree	0%	Disagree	0%
Strongly Disagree	0%	Strongly Disagree	0%	Strongly Disagree	0%	Strongly Disagree	0%
Not Applicable	0%	Not Applicable	0%	Not Applicable	0%	Not Applicable	0%
Unanswered	0%	Unanswered	0%	Unanswered	0%	Unanswered	0%
Of these reci	inology topics,	which workshops w	ould you be		uing that w	rould help you be a h	iore
Answers	ercent Answered	Answers	nt Answered	Answers	nt Answered	Answers	nt Answered
Microsoft Word	20%	Microsoft Word	10.53%	Microsoft Word	16%	Microsoft Word	0%
Microsoft Excel	40%	Microsoft Excel	47.37%	Microsoft Excel	32%	Microsoft Excel	55.56%
Microsoft PowerPoint	33.33%	Microsoft PowerPoint	15.79%	Microsoft PowerPoint	16%	Microsoft PowerPoint	11.11%
Website Design	66.67%	Website Design	31.58%	Website Design	36%	Website Design	44.44%
Blackboard	13.33%	Blackboard	10.53%	Blackboard	8%	Blackboard	0%
Web 2.0 (blogs and wikis)	26.67%	Web 2.0 (blogs and wikis)	15.79%	Web 2.0 (blogs and wikis)	24%	Web 2.0 (blogs and wikis)	33.33%
Graphics	46.67%	Graphics	26.32%	Graphics	52%	Graphics	77.78%

## Are there any comments you would like to provide regarding these questions or the literacy survey?

Creating and editing videos

Creating and editing videos

63.16%

none NA

None

I have no comment

No not really this just showed me the things I don't really know about computers and the internet.

Creating and editing videos

none, it was pretty easy

Creating and editing videos

I enjoyed taking the assements. This is a nice chance to pick up some extra credit.

I have no comments

I am used to shortcuts.

questions were easy, just kind of annoying listening to the guy speak  $% \left( 1\right) =\left( 1\right) \left( 1$ 

They are very easy and I feel as if the guy helping you out gives you all the right answers.

verbage makes it hard to read sometimes

None other than the fact that the man's voice is very robotronic.  $\label{eq:control} % \begin{center} \begin{$ 

I may have miss a couple, but that is because I was rushing it, thinking that I already knew everything.

I had no idea the tool bar in WORD was called the "ribbon".

N/A

This way is the way I learned before but I learned new shortcuts.

Question 11 is out of order

No comment. The surverys were pretty straight forward and not too difficult.  $\hdots$ 

Nope.

The tests were easy to take and they were easy to understand as well.

No