MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, August 23, 2012

Approved

PRESENT: Richard Albistegui-DuBois, Jay Baker, Rebecca Barr, Michael Bartulis, Kelly Falcone, Sherry Goldsmith, Erin Hiro, Lawrence Lawson, Kalyna Lesyna, Jackie Martin-Klement, Lillian Payn, Teresa Pelkie, Chris Sinnott, Jonathan Smith

ABSENT: Nirmala Kashyap, Christopher Petersdinh

CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:05 p.m. in Room MD 134.

MINUTES The minutes were approved as read.

ACTION ITEMS: Annual Goals (unprioritized/unscheduled)

1. Blackboard faculty contest
2. Recommend strategies to promote and market POET
3. Recommend a policy for proctoring exams for online students
4. Maintain a forum for faculty input on BB end-user feedback
5. Establish a Palomar College standard for Digital Information Literacy (DIL), formerly CLIC, Computer Literacy and Information Competencies and coordinate with high schools to ensure realistic standards that are longitudinal across districts/levels
6. Recommend student training for Blackboard
7. Spring: Review POET feedback for version 2 upgrade

DIL: Jackie reported on the CLIC project (Computer Literacy & Information Competency) http://www.palomar.edu/ROPcompapps/CLIC/clic__computer_literacy_informa.htm

This will be a larger project; we shall set it as a priority goal in the fall. (It was originally a Senate committee, but there was no funding for testing implementation). Areas to investigate:

a. Investigate what other states/institutions have adopted (There are no statewide standards).
b. Coordinate with high schools. For example, Oceanside High School District is looking to us for direction as to how to prepare their students to go on to college.
c. Apply for an NCHEA grant to conduct a symposium for setting standards.

INFORMATION: 1. Recap of 2011-12 Goals:
 a. Fall semester: Develop, test, and release POET training series. (*Completed and approved by Senate;* Accomplished: 7 instructors have received certificates and 25+ are still enrolled.)

 b. Spring semester (Jan. 26, 2012 minutes):

 1) Revise Checklist of Best Practices for Online Learning (*completed and approved by Senate*)

2) Distance Education Policy at Palomar College *(completed and approved by Senate)*

3) Student Services Resources Sheet on e-services *(completed and recommendations to be approved by Senate)*

4) Digital Information Literacy as a Basic Skill *(discussion initiated and preliminary recommendations have been made) to be continued, Fall 2012*

2. Information:

a) 6 new POET certificates over the summer, with 25 enrolled in progress (who have been e-mailed to remind them to continue to work on the POET series.

b)Blackboard Learn was updated June 4-7 due to Service Pack upgrade. Also, IS migrated the servers to a V-block virtual server configuration in Escondido, which impacts Blackboard.

Black board was upgraded August 2-5. There were some potentially serious data base issues that concerned David Gray, who capably dealt with them. Because of the issues, he requested additional SQL training, which Dean Judy Cater approved. She is aware of the significance that Blackboard has for all our students and faculty enrolled in both face-to-face and online classes.

c) Pam McDonough and I have a meeting scheduled to work on the Faculty Web Page Project, requested by Senate President Monika Brannick. Last Spring semester the ATC submitted their recommendations to the Senate. The final Faculty Web Page Policy will incorporate those recommendations.

d) The Student Services Resources recommendation by ATC is on the Senate agenda as an Action item at the next meeting.

e) ATRC has a full training schedule planned for Fall: f2f, online, videos, etc. as well as the "Cream and Sugar" walk-in sessions on Wed. mornings.

f) ATRC is working on a Library display for the months of September and October.

g) Reminder that we now have 2 service points for serving on ATC

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

8/23 (**MD 134** *this meeting only*)
9/13, 9/27
10/11, 10/25
11/8

ADJOURNMENT: The meeting was adjourned at 3:50 p.m.