MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 27, 2012

Approved

PRESENT: Richard Albistegui-DuBois, Jay Baker, Rebecca Barr, Kelly Falcone, Sherry Goldsmith, Nirmala Kashyap, Lawrence Lawson, Kalyna Lesyna, Jackie Martin-Klement, Lillian Payn

ABSENT: Michael Arguello, Michael Bartulis, Erin Hiro, Teresa Pelkie, Christopher Petersdinh, Chris Sinnott, Jonathan Smith

CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:04 p.m. in Room LL 104.

MINUTES: The minutes were approved as corrected.

ACTION ITEMS:

1. The Academic Year's goals were prioritized and scheduled. Work groups were formed to set a realistic and efficient workload. Work groups will meet over the next two weeks to define their tasks, set their plans,and make recommendations, if possible at the next Oct.11 meeting. Work Groups should let Lillian know when they are meeting so she can attend and assist. The proposed schedule:

		OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
GOAL		BB Student Training							
		Contest	*Announce*		*Launch*		*Deadline (Ap1)*	*Judge*	*TEA*
		Policy: Exams, Proxy, Lab…..							
					DIL				
					POET -review -market -BB forum				

October Work Groups:

Blackboard Training for Students: Rebecca Barr
    Sherry Goldsmith
    Lawrence Lawson

Contest: Richard Albistegui-DuBois
    Kelly Falcone
    Jackie Martin-Klement

Policy: Proxy/Security: Jay Baker
    Nirmala Kashyap
    Kalyna Lesyna

Contest Initial thoughts:
1. Titles for the contest were suggested, such as Exemplary Online Course Contest.
2. There could be four categories:
    a. Blackboard Online Course
    b. Non-Blackboard Online Course
    c. Blackboard Face-to-Face Course
    d. Non-Blackboard Face-to-Face Course
3. Submissions would include Screencasts or movies, etc. with descriptions for sites.
4. Top three in each category would be honored at the Faculty Tea mid May.

2. The ATC voted to replace any member who has missed 3 meetings in a semester, in order to open that membership space to a contributing new member and to reach a quorum to call the meetings to order. As a result of this action, one member will be replaced.

3. Technology Fee: The Committee will invite Terry Gray to our next Oct. 11 to clarify his vision for a Technology Fee recommendation.

INFORMATION:

1. 1 new POET certificate this fall, with 23 new enrollees. There are 43 enrolled participants total, but a number have stated that they were curious, were interested to see what it was about, etc. or that they had no intention of actually completing the training.

2. The Student Resources page has been updated by Elaine Armstrong as was recommended by the Senate with the changes ATC recommended; Rick Gommel is seeking permission to insert a Student Resources link on the eServices page.

3. Senate Report: The Distance Education Policy that we have voted on last year and passed on to the Senate was approved and distributed as we sent it forward by the BOG. The Faculty Web Page recommendation that we sent forward is pending as an action item.

4. Blackboard Work Group Report: User stats Sept 1:

    26, 667 students enrolled at Palomar
    18,028 student accounts/BB
    67.7% active

    1,122 courses available in BB
    2,279 courses offered total
    49.2% adoption rate

5. The Blackboard Work Group did not want to change the approved schedule, per ATC's recommendation, in spite of the potential conflict on July 29, the last day of summer school 6-week session. Blackboard Upgrade schedule, as approved by Dean Judy Cater.
    • January 7 - 10, 2013
    • June 3 - 6, 2013
    • July 29 - August 1, 2013
    • January 6 - 9, 2013

6. CCC Chancellor's Off. DE Coordinators/Managers Mtg: Lillian reported attending an online meeting for all the CC DE Coordinators. Issues discussed:
    a. MOOCs
    b. Annual DE survey (Lillian submitted this past week)
    c. Authorization from states for out-of-states students at Palomar College
    d. Higher Education Opportunity Act (HEOA) 2008: student complaint procedure must be displayed prominently for online students

        (ATC discussion: locate existing grievance and place it in POET and the updated Resources page)

7. BB test taking (Sherry Goldsmith):
    To assist a group of blind students and their instructors, the testing options in BB were discussed by the members and recommendations were made (Instructor needs to set test time; turn off auto submit; and then the students can go over the time allotted; the instructor is notified that the student went over, but not the test items that were not completed before the time was up).

8. Exemplary Course Training: BB is delivering course via a MOOC; Lillian enrolled, among about 2000 others, and assignments are given to peers in self-enrolled groups for feedback.

9. Announcements / Other

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

                   10/11, 10/25
                   11/8

ADJOURNMENT: The meeting was adjourned at 3:28 p.m.