
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, October 11, 2012

Unapproved

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

ABSENT: Michael Arguello, Rebecca Barr, Chris Sinnott

CALL TO ORDER: The meeting was called to order by the Chair Lillian Payn at 2:05 p.m. in Room LL 104.

MINUTES: The minutes were approved as corrected.

ACTION ITEMS:

1. Terry Gray, ATRC Supervisor, presented a Powerpoint series (attached) about the Community panel for Blackboard, and answered questions. He recommended having the Blackboard rep attend our next meeting to address some of our questions. We would also invite the Academic Senate members to attend.

Regarding the Technology Fee issues, Terry is not sure it is legal. Lillian stated that she sent a query to VP Perez but has not received a reply. She will follow up.

Michael Bartulis located an archived list of Technology Fees across California:

http://cnc.ucr.edu/techfee/cnc_ucop_student_it_fees.pdf

2. The Student Resources page has been reorganized, corrected, and phone numbers added, according to the ATC recommendations. It has been posted in Quick Links, per Dean Judy Cater's permission, and is still the main Student page, in www.palomar.edu.

Additionally, Rick Gommel received permission to add it to e-Services (screen-shot attached). He suggested placing it in a second location, but in the interest of maintenance, it may be best to have it posted in only one location.

3. According to the Sept. 19 Distance Educators Monthly meeting, we need to have the Grievances procedures available for all online students, per Higher Education Opportunity Act (HEOA) 2008: It is online: <http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/> We recommend that it be added to the Student Resources page, as well as a comment in POET series and the Best Practices Checklist so that instructors are aware of the procedure.

INFORMATION: The Work Groups added new members and presented their status reports.

1. Work Group Report: BB Student Training

Rebecca Barr
Michael Bartulis
Sherry Goldsmith
Lawrence Lawson
Teresa Pelkie

The Group recommends Mira Costa as a model (PDF's and single concept demo videos as appropriate), and recommendations as to task and layout at the ATRC page, such as consolidating the BB Help page, removing the drop down menus since they are not Section 508

compliant (cannot be read by JAWS). The Work Group will write up the recommendations so it can be formally sent to the Senate and ATRC.

2. Work Group Report: Contest (Attached)

Richard Albistegui-DuBois
Kelly Falcone
Erin Hiro
Jackie Martin-Klement

3. Work Group Report: Policy: Proxy, Security, etc.

Michael Arguello
Jay Baker
Nirmala Kashyap
Kalyna Lesyna
Jon Smith

The Work Group recommended some of Mira Costa's practices, such as evening hours, additional hours during finals, and appointments to control the traffic via an online system. The Work Group would like to see statistics from Palomar's test proctor center.

4. Announcements / Other: Rebecca, Mike A., and Chris are sick and sent their regrets for missing the meeting.

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

11/8/12

2012

1/24

2/14, 2/28

3/14

4/11, 4/25

5/9



ADJOURNMENT: The meeting was adjourned at 3:35 p

Attachment: Student Resources in www.palomar.edu

My Records and Enrollment

Enrollment
[Search](#)
[Add/Drop Classes](#)

Records
[Plan](#)
[My Academics](#)
[Official Transcript](#)

other academic...  

You are not enrolled in classes.

enrollment shopping cart ▶

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.


Matriculation
[Matriculation Data Form](#)

Admissions and Records
[Admissions Forms](#)
[Graduation Information](#)
[Application for Graduation](#)
[Request Information](#)
[Email the Records Office](#)
[Student Resources](#)

My Finances and Financial Assistance

My Account
[Account Inquiry](#)

[Account Summary](#)



PALOMAR COLLEGE AWARD: EXEMPLARY USE OF THE INTERNET FOR COURSE DELIVERY



The best of the best in 4 categories:

1. Full online course using Blackboard
2. Full online course using a course delivery system other than Blackboard
3. Face-to-face course utilizing Blackboard
4. Face-to-face course utilizing an online course delivery system other than Blackboard

When:

- Each year the Academic Technology Committee (ATC) will review submissions for the yearly award.
- Submissions will be accepted at the start of the Spring semester and are accepted until the last of February. Instructors wishing to submit a fall semester class for consideration should make their screen capture while their course is available.
- Submissions will be anonymized, and independently screened and scored by 4 members of the Academic Technology Committee (ATC).

Purpose:

- To acknowledge exemplary use of the web in course delivery.
- To use the award winners to showcase what is determined as exemplary use of the Internet as a teaching tool for other faculty.

Award:

- Certificate
- Recognition at the President's Tea
- Listed as an exemplary course and instructor on the ATC exemplary course website

To submit an application:

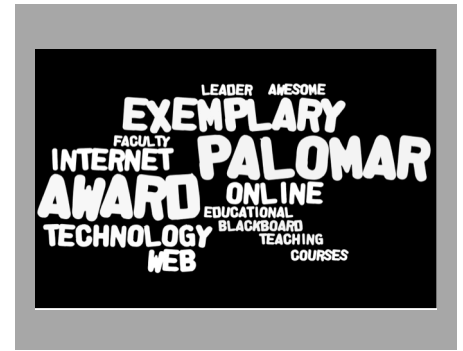
- Fill out the application form.
 - You can only submit one application per category.
- Submit a short screen captured video showcasing your use of online course delivery
 - Video should be no more than 5 minutes
 - On the first screen identify your name, course, and the category you are applying for.
 - Include the main points that showcase your course
 - You may want to include images (screenshots) of good examples.

How are the faculty of Palomar College utilizing the Internet to teach course curriculum in both online courses and on-campus courses?

Use of the internet may include:

- *The Palomar hosted Learning Management System (LMS), Blackboard*
- *Instructor designed web pages*
- *LMS systems such as Moodle or social networking sites.*

PALOMAR COLLEGE AWARD:
EXEMPLARY USE OF THE INTERNET FOR COURSE DELIVERY
APPLICATION FORM



Name: _____
Department: _____
Category: _____
Email address: _____
Phone extension: _____

First step:

Please describe your course in each of the 11 following categories.

What do you do that makes your course exemplary? What are some strategies you use? Do have specific examples to back up your submission?

1. Syllabus
2. Presentation of course content (lecture)
3. Communication: instructor-student
4. Communication: student-student
5. Assessment use and design
6. Collaboration
7. Use of technology
8. Development of learning community
9. Overall course design (structure, navigation)
10. Overall course aesthetics (visual design, look of course)
11. Accessibility

Second Step:

Please include a personal statement: This is a summary, a short paragraph about your course. This statement will be used to introduce your course If you are chosen as an exemplary course recipient

Useful tools for course assessment:

- Blackboard exemplary online course program rubric
 - <http://www.blackboard.com/getdoc/7deaf501-4674-41b9-b2f2-554441ba099b/2012-Blackboard-Exemplary-Course-Rubric.aspx>
- Palomar Online Education Training (POET)
 - <http://www2.palomar.edu/poet/>

Evaluation form

Submissions will be independently screened by 4 members of the Academic Technology Committee (ATC).

Evaluee: _____

Evaluator: _____

Total Score _____

Evaluation (scoring) Rubric:

1-10 points for each of ten categories. Scores will be averaged.

1= low level of achievement

10= high level of achievement

_____ Syllabus

_____ Presentation of course content (lecture)

_____ Communication: instructor-student

_____ Communication: student-student

_____ Assessment use and design

_____ Collaboration (with?) use of groups?

_____ Use of technology

_____ Development of learning community (on campus, within the course - isn't this like collaboration in groups?)

_____ Overall course design (i.e., structure, navigation)

_____ Overall course aesthetics (visual design, look of course)

_____ Total Score

Comments:

BLACKBOARD: CONTENT MANAGEMENT & COMMUNITY ENGAGEMENT SYSTEMS

Terry Gray – Academic Technology



Vision



**Knowledge is power.
Information is liberating.
Education is the premise of
progress, in every society, in
every family.**



~Kofi Annan

Plan

- ❖ Goal 6: Optimize the technological environment to provide effective programs and services throughout the District.









Content Management

Community Engagement



- ❖ Improve efficiency information management
- ❖ Raise quality of information access
- ❖ Enhance collaboration in our community

Blackboard Overview

PLATFORMS	SERVICES	GET SOCIAL
Blackboard learn™ Comprehensive online education platform.		Blackboard mobile™ On-the-go education & connectivity. 
Blackboard transact™ Campus commerce & security.		Blackboard collaborate™ Real-time learning & teamwork. 
Blackboard connect™ Multi-modal alerts & notifications.		Blackboard analytics Actionable data analysis & reporting. 
Blackboard engage™ Learning & community systems for K-12. 		Learn More About Us Technology solutions that elevate the education experience. 

The Blackboard Learn Platform

- Blackboard Learn

Course Delivery

Content Management

Community Engagement

Outcomes

Collaborate Components

Mobile



Blackboard

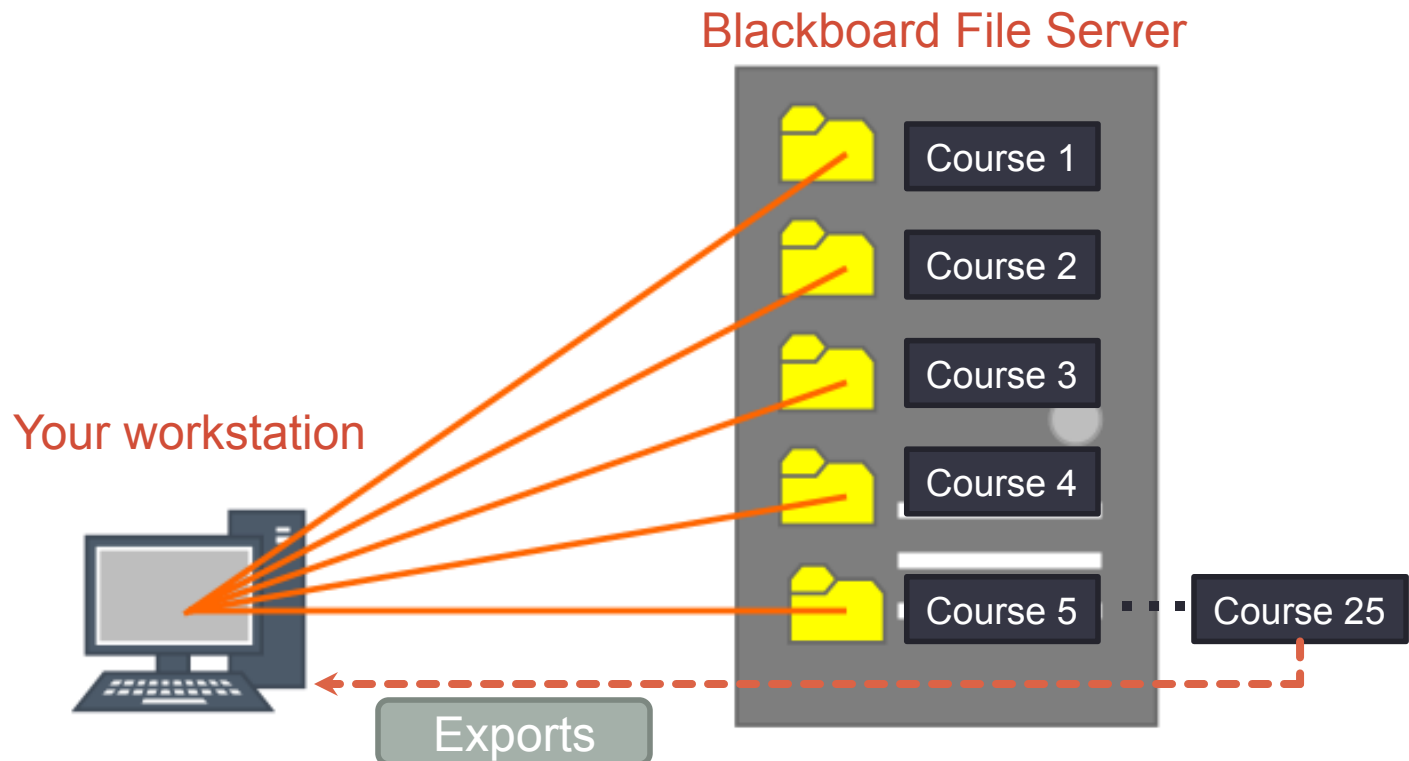
What is the content management system?

- The content management system is:

A tool that lets faculty and students manage and share files, documents, and digital assets in a centralized, secure, easy-to-use environment.

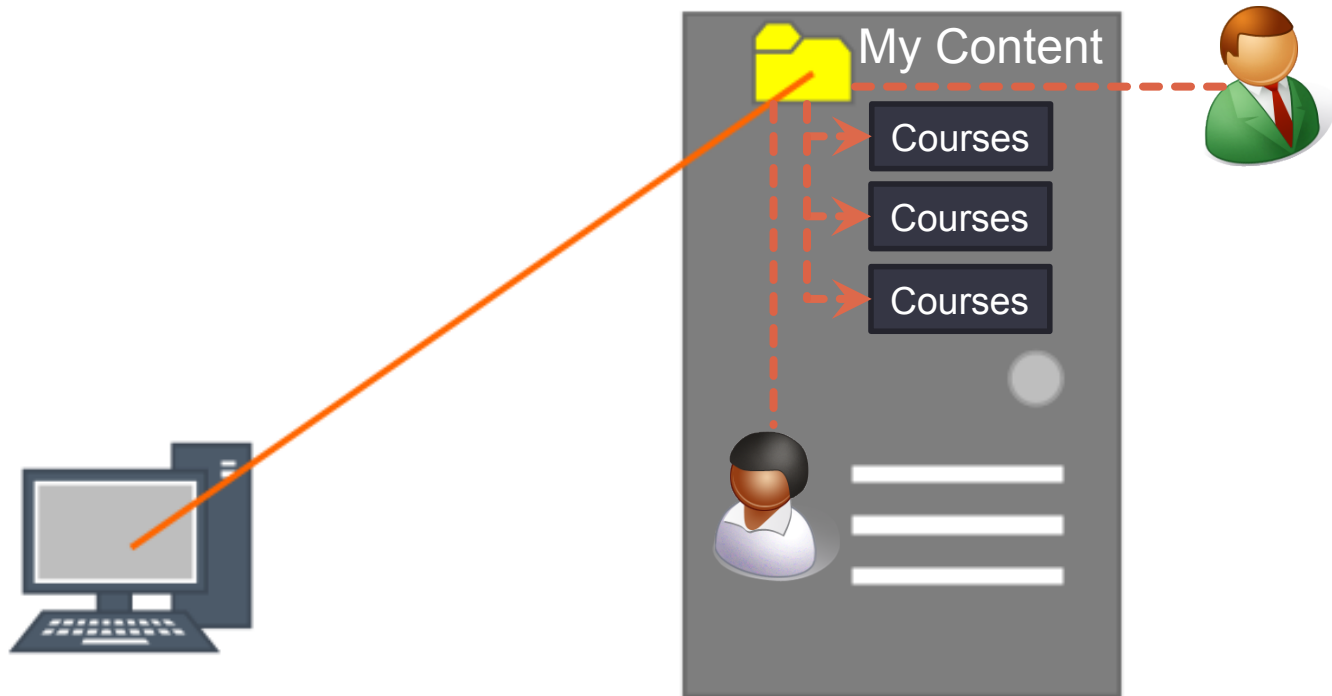
How it works now...

- We keep 3 previous semesters, the current semester, and a future semester (as soon as the courses are created): That's 5 semester's worth of files to upload...



How it works with content management

- Upload your files once to Blackboard, link to them once from your courses, and share them with Blackboard users, and even external users.



Update your files from the desktop



Blackboard
Drive™

Or update on the web



Blackboard
Drive™

Advantage: Centrally Managed Files

The screenshot displays the Blackboard Learn interface for file management. On the left, a navigation menu includes 'Content Management Rules', 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. Below this is the 'CLASS MANAGEMENT' section with 'Files' expanded to show 'My Content' (users, mstraus, docs, Pictures, Recycle Bin), 'Class Content' (courses, CMRules101), 'Organization Content', and 'Institution Content'. A 'Jump To...' section includes 'Tools' and 'Search Content'.

The main content area is titled 'Create File' and shows a browser window for 'Blackboard Learn' at the URL http://osmium.pd.local/webapps/cmsmain/filepicker/G%3ACG%3ACMRules101/?course_id=_20_1. The page title is 'Files CMRules101'. It features a 'Select File or Folder' section with a description: 'The Content Collection area provides central file storage that is accessible directly from the course. Instructors can link to items in the Content Collection when creating course content. The Course Files within each course displays content for that specific course, not for other courses taught by the instructor. Changes to an item stored in Content Collection are reflected in all instances where it is linked. [More Help](#)'.

Below the description are buttons for 'Upload', 'Add Reusable Object', 'Create Folder', and 'Open Web Folder'. There is a checkbox for 'Also assign Public permission to this file.' and the course name 'Content Management Rules'.

A table lists the files in the collection:

File Type	Name	Edited	Size	Versions	Comments
	applelogo.jpg	Aug 26, 2009 12:36:07 PM	2.02 KB	Off	0
	lecture notes.pptx	Nov 11, 2009 6:26:09 PM	35.2 KB	Off	0
	Testing.docx	Oct 9, 2009 7:07:48 PM	22.9 KB	Off	0
	WebDAV for Windows.xls	Oct 21, 2009 4:00:12 PM	26.5 KB	Off	0

Advantage: Custom File Structure

The screenshot displays the Blackboard Learn interface for a Content Collection. The top navigation bar includes "My Institution", "Classes", "Community", "Content Collection" (highlighted), and "Services". The main content area shows the "Content Collection" for "institution > College of Arts and Science". A sidebar on the left, titled "Content Collection", is highlighted with a red dashed box and contains the following items:

- My Content
- Class Content
- Institution Content
- Library Content
- Bookmarks
- Jump To...
 - Portfolios
 - Learning Objects
 - Collaboration
 - Tools
- Search Content

The main content area features a "Content Collection" header with a dropdown menu set to "institution > College of Arts and Science". Below this, there are buttons for "Upload", "Create Folder", "Build", and "Link". A secondary row of buttons includes "Bookmark Items", "Email Items", and "Download Package". The main content area displays a grid of folders, each with a checkbox and a dropdown menu showing the number of items and size. The visible folders are:

- American Studies (0 items) Size 0
- Anthropology (0 items) Size 0
- Art. item Si

Advantage: Visual File Location

The screenshot shows a web-based content management system interface. On the left is a sidebar with navigation options: 'Content Collection', 'My Content', 'Class Content', 'Organization Content', 'Institution Content', 'Jump To...', 'Collaboration', 'Tools', and 'Search Content'. The main content area is titled 'Content Collection: My Content' and shows a grid of six image thumbnails. Below each thumbnail is a file name and its size. The file names are: '0709_Bigboat_0341_0.jpg', '2007BBSZS9D7496.jpg', '2009_0916_RBSS_J1_05_001.JPG', '205189826001563_5561tdTUap_fs.jpg', 'Arbitrage_summer_keel_2007_001.jpg', and 'Arbitrage_summer_keel_2007_002.jpg'. The sizes are: 396.8 KB, 141.5 KB, 643.2 KB, 323.4 KB, 50.1 KB, and 46.3 KB. The interface also includes a top navigation bar with 'Content Collection', 'users > mstraus > Pictures', and a 'View Thumbnails' toggle. A toolbar at the top of the main area contains 'Upload', 'Create Folder', 'Build', 'Open Web Folder', and 'Start Workflow'. A 'Refresh' button is located at the bottom right of the toolbar.

Thumbnail	File Name	Size
	0709_Bigboat_0341_0.jpg	Size 396.8 KB
	2007BBSZS9D7496.jpg	Size 141.5 KB
	2009_0916_RBSS_J1_05_001.JPG	Size 643.2 KB
	205189826001563_5561tdTUap_fs.jpg	Size 323.4 KB
	Arbitrage_summer_keel_2007_001.jpg	Size 50.1 KB
	Arbitrage_summer_keel_2007_002.jpg	Size 46.3 KB

Advantage: File Access Control

- You control file access rights

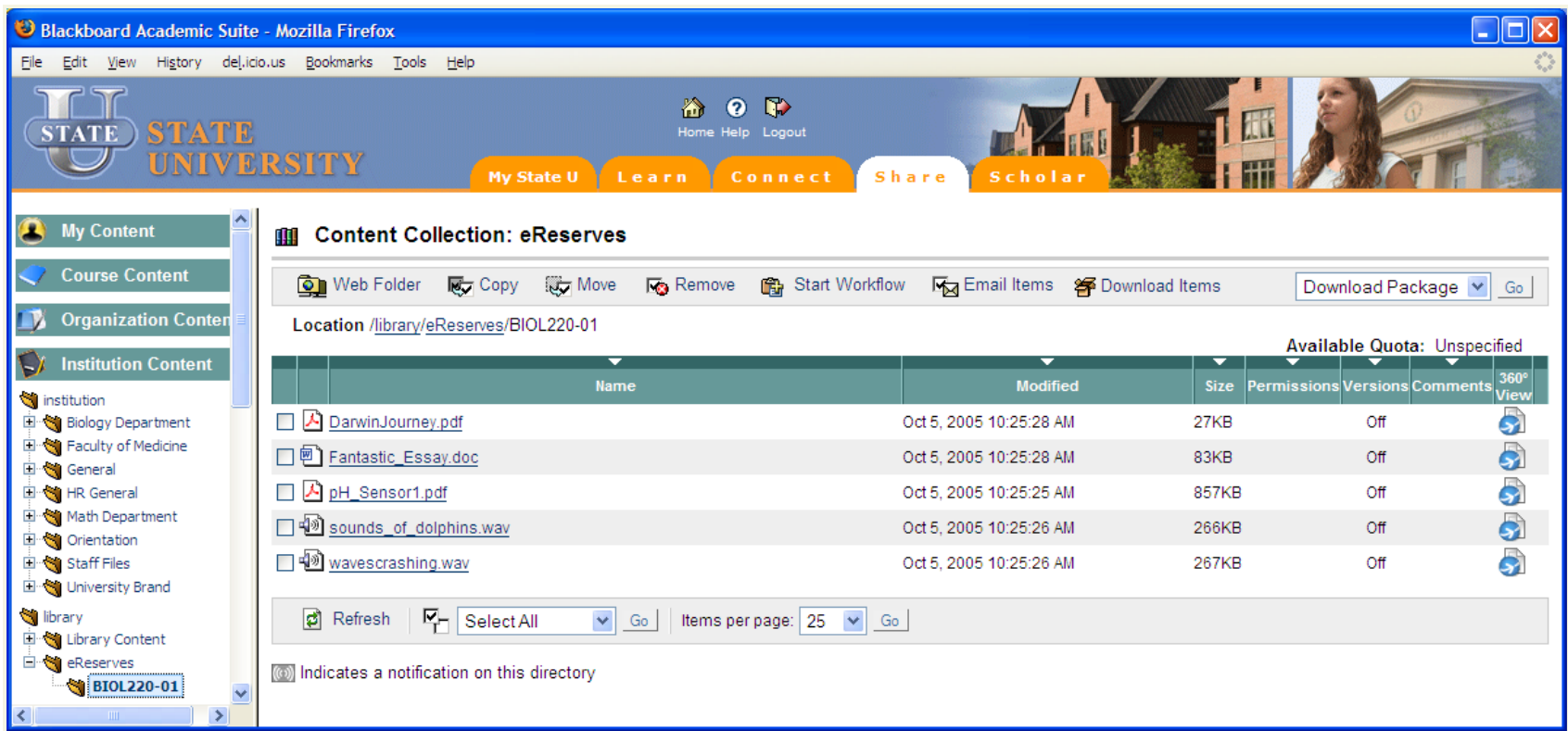
File Activity

⌵ Permissions

Permissions				
User/User List	Read	Write	Remove	Manage
All Users with System Accounts	✓			
Cinema as an Art Form (mkern201): All Course Users (User List)	✓			
Cinema as an Art Form (mkern201): Class Builder (User List)	✓	✓	✓	✓
Cinema as an Art Form (mkern201): Teacher (User List)	✓	✓	✓	✓
Cinema as an Art Form (mkern201): Teaching Assistant (User List)	✓	✓	✓	✓
XM_OTHER_OWNEERS_TICKET_FORMAT	✓			

Advantage: Departmental Resources

- Departments can upload shared documents



The screenshot displays the Blackboard Academic Suite interface in a Mozilla Firefox browser window. The page title is "Blackboard Academic Suite - Mozilla Firefox". The browser's address bar shows "de,icio.us". The page features the State University logo and navigation buttons: "My State U", "Learn", "Connect", "Share", and "Scholar".

The main content area is titled "Content Collection: eReserves". It includes a toolbar with actions: "Web Folder", "Copy", "Move", "Remove", "Start Workflow", "Email Items", "Download Items", and "Download Package". The location is "/library/eReserves/BIOL220-01".

A table lists the documents in the collection:

	Name	Modified	Size	Permissions	Versions	Comments	360° View
<input type="checkbox"/>	DarwinJourney.pdf	Oct 5, 2005 10:25:28 AM	27KB		Off		
<input type="checkbox"/>	Fantastic_Essay.doc	Oct 5, 2005 10:25:28 AM	83KB		Off		
<input type="checkbox"/>	pH_Sensor1.pdf	Oct 5, 2005 10:25:25 AM	857KB		Off		
<input type="checkbox"/>	sounds_of_dolphins.wav	Oct 5, 2005 10:25:26 AM	266KB		Off		
<input type="checkbox"/>	wavescrashing.wav	Oct 5, 2005 10:25:26 AM	267KB		Off		

Below the table, there are controls for "Refresh", "Select All", and "Items per page: 25". A note at the bottom states: "Indicates a notification on this directory".

Other Advantages

- Store all your and personal documents securely
- Link to large files, rather than emailing them
- Gain search capabilities for your documents
- Share files with groups/individuals easily
- One update to a file changes it in all courses
- Version control is instituted
- Simplified backup
- Store once, use many times
- In addition, the content management system enables
 - Student portfolios
 - Library eReserves

What is the community engagement system?

- The community engagement system is:

The school online information ecosystem.

The Community Engagement System

- Provides for collaboration, with all the familiar Blackboard tools, outside the course structure
 - Groups
 - Committees
 - Departments
 - Clubs
 - Student government
- Provides organizational management by delegated managers
- Provides a custom portal to organizational information
- Enables branding by separate organizations: library, athletics, counseling, financial aid, etc.



Organizations

Simplified & Consolidated Information

- Tabs for organizations up front in Blackboard

[My Palomar](#) [Courses](#) [Community](#) [My Content](#) [Library](#) [Services](#) [TLC](#) [What's New](#) [Help](#)

- Dashboard rollup of My Organizations
- Access to resources based on system role
- Collaborative tools: discussion forums, document archives, wikis, blogs, voice tools, embedded video/audio, surveys, etc.

Example Organizations

- Counseling

The screenshot displays the Blackboard Yellow Jacket Portal interface. At the top, the header includes the Blackboard logo, the user name 'Joe Faculty', navigation links for 'My Places', 'Home', and 'Logout', and email links for 'Student Email' and 'FacStaff Email'. Below the header is a navigation menu with tabs for 'Home', 'Academics', 'Organizations', 'My Content', 'Resources', 'IT HelpDesk', and 'Training'. The main content area is titled 'Phillip Bessler Advising ADV_pbessler' and 'Advising Information'. On the left, a sidebar menu lists various advising resources such as 'Home Page', 'Contacts', 'Discussions', 'What is IANYAV?', 'Tools', 'GPA Management', '4 Year Graduation Plan', 'On Being an Advisee', 'Advising Information', 'New Advisee Info', 'Life Skills', 'Facebook et al', 'Electives vs. Internships', 'Searching for Courses', and 'Advising Appointments'. The main content area features a folder icon and the title 'Advising Information'. Below this, there are four items: a folder icon with the text 'Advisee Checklist MUST READ!!', a folder icon with the text 'What do the Section Numbers Mean?', a folder icon with the text 'What is Independent Study?', and a globe icon with the text 'Transfer Guide'. At the bottom left of the page, the text 'ORGANIZATION MANAGEMENT' is visible.

Examples of Organizations

- Committee collaboration

The screenshot displays the Northern Illinois University (NIU) website interface. At the top, the NIU logo and name are visible, along with navigation links for Home, Help, and Logout. A secondary navigation bar includes links for Courses, Community, Content Collection, eReserves, Services, NIU Online, Scholar, MyOneCard, and System Admin. The main content area is titled "SAASS COMMITTEE (GUI-CC-20112-SAASS-DIR-COM-T) > ANNOUNCEMENTS". A sidebar on the left lists various site sections like Announcements, Information, Staff Information, Documents, Communication, Discussion Board, External Links, and Tools. The main announcement, dated February 15, 2011, is from the Director of SAASS (Search Process) and discusses the beginning of the search process, including links to position descriptions and a PDF of the director's copy. The announcement is signed by Christian.

NIU NORTHERN ILLINOIS UNIVERSITY

Home Help Logout

NIU Courses Community Content Collection eReserves Services NIU Online Scholar MyOneCard System Admin

MyNIU | A-Z Index | Calendar | Directory | NIU Home

SAASS COMMITTEE (GUI-CC-20112-SAASS-DIR-COM-T) > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

April 13, 2011 - April 20, 2011

Tue, Feb 15, 2011 -- Director of SAASS (Search Process) Posted by: C Spears

Good People:

The SAASS search has begun. I will be forwarding you candidates as they complete their application materials. I have attached the position announcement and the job description.

[SPS POSITION DESCRIPTION \(DIRECTOR OF SAASS, ASSISTANT ATHLETIC DIRECTOR\).pdf](#)

[DIRECTOR OF SAASS \(AD COPY\).pdf](#)

I look forward to reviewing the applicants with you, should you have any questions or concerns, please feel free to contact me directly.

Thanks
Christian

Organization Link: [/ Announcements](#)

Other Example Organizations

- Library
- First Year Experience
- Athletics
- Student Government
- Student Clubs
- Professional Development & Professional Growth
- Training
- Accreditation
- Campus News & Events
- Faculty Senate...

What we need

- We already have the hardware, software and trained personnel in place to implement these two systems.
- What we need are the funds.

