
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, October 10, 2013

Approved

PRESENT: Rick Cassoni, Craig Chamberlin, Karen Donovan, James Eighmey, Kelly Falcone, Jackie Martin-Klement, Lillian Payn, Erin Hiro, Chris Sinnott, Jonathan Smith, Nancy Thuleen

ABSENT: Michael Bartulis, Marlene Forney, Sherry Goldsmith, Pat Lupica

CALL TO ORDER: The October 10 meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.

MINUTES: The September 26 minutes were approved as read.

ACTION ITEMS:

1. There were no new business or action items.
2. The members present worked on Accreditation tasks, which included the Distance Education Satisfaction Survey.
Please see the attached Interview and Evidence Templates that the members requested to guide their documentation according to Accreditation standards.

INFORMATION:

1. The library architects are returning next week (Monday, Oct 14 from 1 to 2pm in RS5) with their plans that they have been working on since last December.
2. Lillian summarized the status of the Blackboard issues and what ATRC was doing to correct the situation. ATRC will present a plan with two options on Friday, October 11 which are 1) Blackboard-hosted service and 2) continue to adjust our network and servers according to the Blackboard Team 3 analysts.

MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays
2013
11/14

ADJOURNMENT: The meeting was adjourned at 3:30 pm.

Institutional Self-Evaluation 2015 Interview - Template

Standard: _____
(Example: Standard I.A – Mission)

Date/Time: _____

Interviewer(s): _____

Interviewee(s): _____

Questions/Responses:

Question: Insert the question per the *Guide to Evaluating Institutions*.

Example: *What does the institution’s mission statement say about its educational purposes? Are these purposes appropriate to an institution of higher learning?*

Response: Record the response using brief answers (preferably in bullet form).

Example:

- Point 1 of response to Mission Statement question
- Point 2 of response to Mission Statement question
- Appropriateness of educational purposes to an institution of higher learning

Evidence: Provide the evidence to support the response. Use Council/committee minutes, hyperlinks to websites and supporting documents, etc., when possible.

[Palomar College Mission Statement](#)

SPC Minutes (date Mission Statement approved by SPC – provide link to minutes)

Governing Board Minutes (date Mission statement approved by Governing Board – provide link to minutes)

To resize the text boxes for the responses to allow room for longer answers, click on the text box twice to get a solid line around the box. Then use the double arrow to pull down to increase the size of the box.

Save the document in this format: Standard #, your last name, date – Example: *Std 1.A .1 Smith 10.15.12*

Save the document on the network share drive and/or **Email the document** to accreditation@palomar.edu with *Interview – Standard I.A.1* (or the appropriate standard) in the subject line.

The network share drive information will be sent to you as soon as it is available.

Standard:

(Example: Standard I.A – Mission)

Standard Team Members/Extensions Joe Smith, x 6789

Sally Brown, 1234

Bill Jones, x 3456

List of Evidence (Embed as a hyperlink if possible.)

- [Palomar College Mission Statement](#)
- SPC Minutes (date Mission Statement approved by SPC – provide link to minutes)
- Governing Board Minutes (date Mission statement approved by Governing Board – provide link to minutes)

Use Council/committee minutes, hyperlinks to websites and supporting documents, etc., when possible.

Save the document using this naming format: Evidence Standard # Your Name Date –

Example: *Evidence Std I.A .1 Smith 01.28.13*

Save the document on the network share drive and/or **Email the document** along with the response to the questions to accreditation@palomar.edu with *Evidence – Standard I.A.1* (or the appropriate standard) in the subject line.

The network share drive information will be sent to you as soon as it is available.