Approved

PRESENT: Michael Bartulis, Rick Cassoni, Karen Donovan, James Eighmey, Kelly Falcone, Marlene Forney, Sherry Goldsmith, Lillian Payn, Chris Sinnott, Jonathan Smith

ABSENT: Craig Chamberlin, Pat Lupica, Jackie Martin-Klement, Karen McGurk

CALL TO ORDER: The February 13 meeting was called to order by the Chair Lillian Payn at 2:25 p.m. in Room LL 104.

MINUTES: The January minutes were approved as corrected.

ACTION ITEMS:

1. Showcase Contest: http://www2.palomar.edu/pages/onlineshowcase/
   No submissions to date.
2. Course Cancel & Reassignment Procedure: Rick and Pat reported what they discussed in a workgroup, and the ATRC team made a series of recommendations to expedite the workflow and procedures.
   (approved as revised to present to Senate for recommendation).
3. Feb 11 Board of Governor's meeting
   a. Manager's Position of ATRC approved (previously Supervisor, held by Terry Grey)
   b. Managed Hosting / Blackboard approved (Thank you to administration for support)
   Discussion / questions by the Trustees, addressed:
      1. Pres. Deegan: no positions lost due to this license
      2. VP Cuaron: spoke from perspective of instructors' needs
      3. Dean Kahn: the level of service (24/7) cannot be fulfilled on campus, as well as maintenance cycle (speed and scheduling, e.g., 2 am Sundays)
      4. L. Payn: volume of traffic (number of pages accessed, % students enrolled, % courses across both online and f2f classes) is growing exponentially; we shall be unable to maintain an adequate level of service as we continue to experience such growth.
5. ATC has a new website that links to POET, Showcase contest, and Senate:
      http://www2.palomar.edu/pages/academic-technology-committee/
6. DIL/CLIC: This is the most important task for us to tackle and bring closure to spring semester.
7. ATC is asked to formulate and recommend a strategy for mobile/video implementation.
      Details about streaming media server:
         Silverlite to distribute streaming video is obsolete.
         Kaltura is the choice but is 100K / year. Would NCHEA, SDICCCA cooperate a license?
8. Other

INFORMATION:

1. Accreditation Standard IIIC: We are asked to review the standard Draft 3 by Wednesday's afternoon meeting. Please review the attached Draft. Specifically, please read for redundancy. Anything else noteworthy to comment on? Please send comments to Lillian by Wednesday midday, or let Lillian know if you will send it later.

MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2nd, 4th Thursdays
2014
2/27
3/13
3/27
4/10
4/24
5/15

ADJOURNMENT: The meeting was adjourned at 3:30 pm.
                    ATC Meeting: Blackboard Course Transfer Procedure (as a Result of Course Cancelation)

<u>Recommendations</u>

It is the faculty's responsibility of to back up Blackboard Courses.

1. The department chair will notify the instructor to make a back up prior to submitting change in Sys Sheet
2. The department chair assigns self or adds self on sys sheet to any course that may potentially be reassigned
3. The department chair may make a back up.
4. The department chair would distribute the back-up copy to the previous instructor.
5. The department chair would delete the Blackboard course if the previous instructor cannot be contacted or the previous instructor doesn't wish to share course content. (The next Service Pack 14 will have a bulk delete capability.)
6. The department chair submits the sys sheet with the re-assignment.
7. ATRC would distribute an instruction sheet for making back ups and bulk deletes as needed.

DIGITAL INFORMATION LITERACY (DIL)/COMPUTER LITERACY AND INFORMATION in our COMMUNITY (CLIK)
WORKGROUP MEETING
February 10, 2014
Rick Cassoni, Jackie Martin-Klement, Lillian Payn

1.   Goal is to institutionalize Digital Literacy to prepare students for:
  a. College/University
  b. Employment
2.   Oceanside High School asked what we require so they can prepare their students for Palomar College
          Assessment
  a. Areas: OS, WWW, e-mail, Basic Computer Management, MS Word
  b. Use the Norstar Engine for the literacy exam
        (Omit the Access exam) (Not an accessible exam, so other arrangements would have to be made as needed)
  c. Record directly into eServices
  d. Potential to test 15, 000 students/year
3.   Remediation Plan: Results generate a recommended sequence
  a. 70% or better: optional coursework
  b. 50-69%: take coursework prior to graduation, e.g., CSIT105
  c. 49% or below: require remediation, possibly through TLC, e.g., DE 40, 43.1, 43.2.
4.   Kelly has results from her Health 100 courses regarding this competency; she will bring it to the next meeting.
5.   Discussion: difficult to enforce / Fee for the college to license
6.   Sherry's classes include: PowerPoint, Blackboard, and Excel./ they are written to meet CSU Literacy requirements (though dropped from certification.)