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MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, March 27, 2014

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*Approved*

PRESENT: Rick Cassoni, Craig Chamberlin, Karen Donovan, James Eighmey, Kelly Falcone, Sherry Goldsmith, Pat Lupica, Jackie Martin-Klement, Karen McGurk, Lillian Payn, Chris Sinnott, Jonathan Smith

ABSENT: Michael Bartulis, Marlene Forney

CALL TO ORDER: The March 27 meeting was called to order by the Chair Lillian Payn at 2:16 p.m. in Room LL 104.

MINUTES: The February 27 minutes were approved as corrected.

ACTION ITEMS:

1. DIL/CLIC: Discussion included:
  - A. Jackie and Rick made a presentation to the committee. They are setting up a work group to include Rick Gommel and Michael Day. They are exploring the feasibility of adapting the instrument for Palomar College, how to automate the process, how to transfer scores to PeopleSoft, and how to authenticate the students.
  - B. Kelly noted that 80% of her students completed the field test in 30 minutes or less.
  - C. Jackie said that a license with Northstar would cost \$1200/year.
  - D. Jackie reminded the committee that this complies with a WASC DE policy in 2011.
2. Showcase Contest: <http://www2.palomar.edu/pages/onlineshowcase/>  
Submissions have started to arrive.
3. The Mac Platform Recommendation passed as revised, since the ATC is in support of those departments using the MAC platform and recognizes the need to have sufficient support and training for technical specialists so that teaching and learning go smoothly.

A recommendation for District support of the Mac platform was passed by the Graphic Communications Multimedia and Web Advisory Board on February 27 (please see attachment), which prompted a discussion about issues experienced by other departments, such as Performing Arts. Clearly, there are no complaints about the dedication and support by the Mac specialists, but the departments using Macs are requiring greater complexity such as Mac servers and a greater level of expertise, that perhaps would be ameliorated by more training and equipment.

4. The State Chancellor's Office is asking the colleges to participate in another Student Satisfaction DE Survey as well as a new Faculty Satisfaction DE Survey. We did not participate last year, which was the first year.

Clarification included that this is not required by the Chancellor's Office or ACCJC. The pros are that this is an improvement and that we should use the data generated from such a survey. The cons are that this is part of a larger effort to track our performance. The discussion concluded with a plan to ask Michelle Barton to conduct our own district study, perhaps with a reduced instrument.

Patrick O'Brien recommended that we reduce the size of our committee. The committee voted to agree with Patrick and reduce the number of faculty on ATC from "At least one but no more than three full-time faculty members representing each division" to a "At least one but no more than **TWO** full-time faculty members representing each division." The committee voted to retain.

INFORMATION: No new information.

MEETINGS: SCHEDULE (LL 104), 2:00 – 3:30 pm / 2<sup>nd</sup>, 4<sup>th</sup> Thursdays  
**2014**  
4/10  
4/24

ADJOURNMENT: The meeting was adjourned at 3:28 pm.

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### **District Support of the Mac Platform Recommendation (Revised)**

**March 27, 2014**

Since the Mac Platform is the industry standard a number of our departments.

This Academic Technology Committee recommends that the college support all of the Mac users in the district by:

1. Ensuring adequate staffing and up-to-date training for Mac specialists to support faculty and students
2. Seeking ACSA certification for the adequate administration of Mac computers and network
3. Providing specific Mac servers that will
  - a. Function more efficiently with the Mac computers in the district
  - b. Facilitate networking across campus
  - c. Allow personalized student logon with student ID (currently done as general account) (PC labs allow Student ID logon, which is an accreditation compliance issue)

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### **Course Cancellation and Transfer Recommendation (Revised)**

**March 27, 2014**

In the event that a class is assigned from one instructor to another, due to the addition of a class section, or the cancellation of a course that then goes to another professor, the Chair shall contact both instructors, and ask that the instructor of the original course either delete the course assigned to the other instructor, or work with the receiving instructor, to allow the receiving instructor to use their class (intellectual property).

If the original instructor cannot be contacted, the Chair shall delete the contents of the course before assigning the course to the receiving instructor.