Unapproved

PRESENT: Michael Bartulis, Terrie Canon, José Fernandez, Marlene Forney, Sherry Goldsmith, Erin Hiro, Jackie Martin-Klement, Karen McGurk, Paulino Mendoza, Lillian Payn, Nancy Thuleen

ABSENT: Karen Donovan, James Eighmey, Pat Lupica

CALL TO ORDER: The November 13 meeting was called to order by the Chair Lillian Payn at 2:05 p.m. in Room LL 104.

MINUTES: The October 23 minutes were approved as corrected.

ACTION ITEMS:

1. The Course Transfer: Recommended Practices was finalized for presentation to the Faculty Senate at the November 17 meeting. The final version was approved unanimously. (Please see attachment.)
2. DIL:
   a. Committee members evaluated both Certiport and Northstar assessments. Certiport tests were installed in LL 111; Northstar is browser-based.
   b. Committee members compared the assessments according to an evaluation rubric: Ease of use for administration of assessment, Interface (ease of use, instructions, type of questions, Content (relevancy, currency), Data Transfer to Palomar, Colleges Using Instrument, and Fees.
   c. Northstar met the needs of our Digital Information Literacy Assessment.
   d. The members approved Northstar as the assessment choice unanimously.
   e. The recommendation to the Senate was finalized for presentation to the Faculty Senate at the November 17 meting. The final version was approved unanimously. (Please see attachment.)

INFORMATION:
No major developments or news for POET and Blackboard.

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

**Important Links:**
http://www2.palomar.edu/pages/academic-technology-committee/
http://www2.palomar.edu/pages/onlineshowcase/
http://www.certiport.com/
https://www.digitalliteracyassessment.org/

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

## Course Transfer: Recommended Practices *for Department Chairs*
(*Approved by Academic Technology Committee/November 13, 2014*)

To encourage scheduling practices that are consistent and respectful of the Intellectual Property of Full Time and Part Time faculty, the following practices are recommended:

1. Please remind faculty to back up their own Blackboard courses and save the export and/or archive files outside of Blackboard.
2. When scheduling courses that will be taught by new Full Time hires who are yet to be hired, please designate STAFF on the SIS sheet. This alleviates the risk of a Part Time instructor building a course that they most likely will never teach. It also maintains an empty, unassigned Blackboard shell that is waiting for the new hire.
3. When a course is transferred after it has been assigned to an instructor who filled the Blackboard shell with course content, please give a reasonable amount of notice to the original instructor to copy the contents. Please remind the instructor to delete the contents if s/he does not wish to share the course with the newly assigned instructor. Please get permission for the second instructor to use the original instructor's course materials if the course is to be passed on with the contents.
4. If special circumstances prevent the original instructor from copying and/or deleting the Blackboard course contents, please see Academic Technology Resource Center staff for assistance before assigning the course to a new instructor on the SIS sheet in order to back up the course, save the archive and export files, and pass along an empty Blackboard shell.

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## DIGITAL INFORMATION LITERACY ASSESSMENT RECOMMENDATIONS
(*Approved by Academic Technology Committee/November 13, 2014*)

The Academic Technology Committee recommends that Palomar College shall have a Digital Information Literacy Assessment in place by Fall, 2015 campus-wide to coincide with SP3, Student Equity Plan, and the Student Portal. The recommendation is to implement the Northstar Literacy Exam (https://www.digitalliteracyassessment.org), specifically the Basic Computer, the World Wide Web, and Windows 7/Mac OS X modules.

1. **BACKGROUND:** The Academic Technology Committee conducted a study to address Digital Information Skills; as a result, the committee identified a number of Issues that impact student success: Digital Divide, Ongoing Preparedness, Identification of At-Risk Students, Setting Entry Standards for High Schools, and Meeting Accreditation Standards for DIL and Ongoing Preparedness. The committee determined that Palomar College needs to be proactive in assessing incoming students for technology skills as well as provide remediation. The Committee also listed the necessary technical skills required to complete classes successfully, which included basic computer, Microsoft Office, and Internet skills. As a result of a meta-analysis of existing published tests, Northstar was selected as the best assessment tool.

2. **The NORTHSTAR SOLUTION**:
   The Committee voted to approve the Northstar solution (https://www.digitalliteracyassessment.org/).
   i. The rationale is that it is national, grant-funded, modular, and scalable. Northstar processes 4 – 8,000 tests per week nationally.
   ii. The basic computer digital literacy standards and modules cover eight main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Word Processing (Word), Social Media, and Excel. (Northstar has recently added new modules, which indicates that this instrument is continually evaluated and updated. Also, note that the institution can select which modules are included in our assessment.)
   iii. In our field tests, the students self-reported their scores, but the Committee members felt it was important to have the scores reported via the software directly to Palomar College for tracking. Field tests were conducted by Prof. Kelly Falcone and Prof. Jackie Martin-Klement in their classes. In the first field test the students took the

assessment tests online, collected the results, which were then posted by them in a spreadsheet for analysis. In the second field test, students took the assessment tests online, but the instructor collected and analyzed the results.

    iv.   COSTS:
- a. The testing itself is free to students, who can receive a certificate or badge of completion upon passing the modules.
- b. In order to become a "sponsored" site and brand the test to Palomar College, there is an annual fee of $1,200.
- c. To avoid a labor intensive solution of student reporting and/or processing the free certificate at Palomar College, the Committee recommends transferring the test scores directly to our PeopleSoft system. There are two ways to accomplish this:
  1. The latest version of PeopleSoft can connect directly to NorthStar with no extra charge. However, we do not have the latest version, and Palomar's PeopleTools has no firm update schedule (approximately 2 years from now is projected).

     OR….

  2. Approximately $20,000 for the SOA Gateway (Service-Oriented Architecture Security solution) to transfer the payload from the current web gateway to our legacy PeopleTools component of PeopleSoft.

3. **IMPLEMENTATION**. Options:
   - i. Assessment Day battery of tests. Official results will appear with other assessment results.
   - ii. Incentives such as 1-credit as part of registration.
   - iii. Included in the First Year Experience and TLC.
   - iv. Remediation can be identified through existing classes on campus, DRC, CSIS, Business. Students will automatically receive a list of recommended and/or required courses they would need to complete based on their Northstar test scores.

4. **K – 12 ALIGNMENT**. Based on conversations with instructors from North County and Valley Center School Districts, they tell us that they are looking to us to set the standards they will teach. As they prepare students to achieve the standards in Northstar, then we will have increasingly prepared incoming students.

5. **CTE**. Industry Advisory Boards recommend that Palomar College prepare students so that they exit with high level digital information skills.

6. **ACCESSIBILITY**: An issue to consider is to accommodate students who need assistance to complete a technology assessment. Sherry Goldsmith verified that this assessment is not acceptable because it is a mouse-based graphical interface. (Our meta-analysis did not find any assessments of technology skills that were not mouse-based.)