MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 24, 2015

Approved

PRESENT: Matt Estes, Erin Feld, Marlene Forney, Amanda Hill, Linda Morrow, Lillian Payn, Steve Perry, Alix Pouladdej

ABSENT: Michael Bartulis, Ron Burgher, Deborah Dozier, Sherry Goldsmith, Jackie Martin-Klement, Krystal Rypien

CALL TO ORDER: The September 24 meeting was called to order by the Chair Lillian Payn at 2:10 p.m.in Room LL 104.

MINUTES: The September 10, 2015 minutes were approved as read.

ACTION ITEMS:

1. DE Policy Meta Analysis: Some of the Committee Members assembled into 2 workgroups to review the documents collected at the previous meeting, which were organized and attached to the minutes. They agreed to continue comparing the documents to find a model that fits our campus culture and practices in order to produce a draft at the next meeting.
2. Class Size: Three Committee Members agreed to organize their research to submit a recommendation that cited the research and reputable sources for the next meeting.
3. Canvas Pilot: The Committee Members recommended:
   a. We need to include a cross-section of campus disciplines, especially basic skills.
   b. While ideally it would be sound to include participants who are teaching the same course online in BB while conducting the pilot in Canvas, this may not be possible, given that so many courses have only one section each semester. Perhaps comparing results to a previous semester would be acceptable. In fact, the committee would also like to see how face-to-face classes engage students, since many of our instructors use the CMS extensively in their face-to-face classes.
   c. Names were recommended and contacted, with the following instructors agreeing to be part of the pilot: 1) Cindy Anfinson (Math), 2) Mike Bartulis (CSIS), 3) Haydn Davis (Psych), 4) Kelly Falcone (Health), 5) Erin Feld (Reading), 6) Amanda Hill (Child Development), 7) Katie Kelp-Stebbins (English), 8) Jackie Martin-Klement (Business), 9) Shannon Lienhart (Math), 10) Lillian Payn (AT Coord/GC), 11) Krystal Rypien (Biology, only F2F)
   d. We need to emphasize that this does not impact TERB.
   e. Evaluation instruments for a pre- and post-survey of faculty and post-survey for students are to be developed by ATC and other faculty. The following instruments to evaluate satisfaction ratings were developed by ATRC for Blackboard and Western Washington U for Canvas and may be useful resources:

BB survey: http://www2.palomar.edu/pages/atrc/2011/05/11/blackboard-satisfaction-survey-results-first-look/

Canvas survey: https://www.washington.edu/itconnect/wp-content/uploads/2013/12/document2.pdf

https://west.wwu.edu/atus/canvas/Canvas%20Recomendation%201-11-13.pdf

    f. ATC recommends that we establish the level of support for the instructors to encourage them to participate in the pilot.

g. Pre-pilot questionnaire

h. Demographic info:

i. Name

j. Department

k. Course you will teach with Canvas:

l. Teaching same course in BB: __Same semester __Last semester / or when? __

m. Semesters Experience with BB

n. Semesters Experience with Canvas

o. Use BB for __Online, __Hybrid, __F2F

p. Use Canvas for __Online, __Hybrid, __F2F

q. Satisfaction with previous BB: (scale 1 – 6) (and/or use above-cited instruments)

r. Satisfaction with previous Canvas: (scale 1 – 6) (and/or use above-cited instruments)

s. Training & Support: ___POET ___Other cert. ____ATRC PD ___Help Desk

INFORMATION:

1. The Teacher Preparation Pipeline Grant was sent to us by SDICCA and six CTE instructors applied and were accepted into a Fall 2016 training program delivered by @One. The courses, which prepare instructors to teach online, are free through the grant. Also, Lillian was selected to shadow the instructor in the first course. The courses are delivered in Canvas.
2. SDCC invites our instructors to their DE Summit on Oct 9. Snacks and lunch provided by BB. Free. Flyer distributed.
3. OEI News: Lillian summarized:
   a. The Course Design Rubric Is finalized:
   b. RFP will soon be solicited for academic integrity solutions, such as online test proctoring.
   c. RFP will soon be solicited for online counseling solutions.
   d. The OEI Course Exchange to connect the registration system across colleges is complex, both technically and policy-wise. The CCC Technology Center at Butte College is applying Agile Project Management and may become a model for OEI. Alex was familiar with APM and debriefed our committee.
   e. Canvas is free at this time (through 2018-19) if it is adopted as their sole-CMS system, which includes technical support and training. All courses in the Exchange must use Canvas.

f. Only courses distributed via OEI Course Exchange must use the standardized rubric: https://sites.google.com/site/coursedesignrubricoeifinal/

g. The online tutoring system (World Wide White Board is free to all colleges, with discounts for 24/7 services (note that we are currently piloting (soft-launching) a tutoring service to approximately 300 math and English students in selected online sections and F2F Camp Pendleton math and English students.

h. Only students at colleges and join the consortium/participate in the Exchange will be able to take courses in the Exchange. Those courses must be aligned to the rubric. There is no limit to the number of colleges that can participate after the pilot.

i. Students will not be able to take more than two classes per term during the pilot, and are encouraged to take classes from the Exchange only when they are missing a class or two that they need to complete in a timely manner. The Consortium will determine the number or limit of OEI classes, unit residency requirements for granting of degrees, etc.

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

10/8
10/22
11/12

Important Links:
http://www2.palomar.edu/pages/academic-technology-committee/

ADJOURNMENT: The meeting was adjourned at 3:34 pm.