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MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, March 23, 2017

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Unapproved

PRESENT: Erin Feld, Mike Gilkey, Erin Hiro, Scott Kardel, Linda Morrow, Lillian Payn, Steve Perry, Krystal Rypien

ABSENT: Marlene Forney, Sherry Goldsmith, Seth San Juan

CALL TO ORDER: The March 23, 2017 meeting was called to order by the Chair Lillian Payn at 2:38 p.m. in Room LL 104.

MINUTES: The March 9 minutes were to approved as read.

ACTION ITEMS:

1. The committee unanimously selected a new name for the committee that reflects what the ATC does. The committee considered that “Academic” needs to rename, but “Distance Education” is the focus of our tasks. The new name selected is: **Distance Education and Academic Technology Committee.**
2. Online Orientation Progress: see attached. We shall look at existing resources and repackage them so they are convenient, easy to access, and don’t actually present a barrier themselves to getting started in the online course. How should they be distributed? Linked from within each course? A stand-alone course in the Canvas Dashboard?
3. DE [Strategic Plan] was discussed. We shall look at models from Southern California. One method could be to look at short, medium, and long range goals. We shall have a workgroup prior to the next meeting in order to complete them by the end of the semester.

INFORMATION ITEMS:

1. DE Statement from the Faculty Senate [was not on the Senate agenda.](#)
2. The Boot Camps have been delivered as planned: one day a week. Another series will be launched in April and May, with plans for summer sessions, too.

MEETINGS: 2017 SCHEDULE, 2:30 – 4:00 pm / 2<sup>nd</sup>, 4<sup>th</sup> Thursdays  
4/13 (LL 109); 4/27 (LL 109); 5/11 (LL 104)

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

ADJOURNMENT: The meeting was adjourned at 3:58 pm.

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## **Plan: Online Orientation for Online Students (April 13, 2017)**

The proposed plan includes six sections to be designed by the task force and maintained by ATRC. The sixth section will be left empty to be added by the faculty members. The six sections will be encapsulated in a learning module that faculty can add to their LMS course shells. The online student orientation to be designed and developed within the College's Learning Management Systems (LMSs). The orientation to be provided completely online through the LMSs. The orientation will be designed to be self-paced but requires students to complete some type of interactive activity at the end of each of the learning sections before they can move to the next.

- 1) Review the Palomar Orientation to see what is missing/what it contains
- 2) Review the Student Tutorials in the ATRC site to see what is missing/what it contains
- 3) Consider a MOOC in Canvas for the orientation
- 4) Check out Career Services, Student Lingo as a model or other resources
- 5) Questions to be answered: How students will be accountable; how it will be administered

### **1. Overview of Basic Computer Operation/Required Technical Skills/File Management**

( some recommended as faculty-specific)

- a. Word Processing
- b. Spreadsheet Use
- c. Web 2.0 Tools (YouTube, Wikis, Blogs ...)
- d. Viewing Contents
- e. Audio/Video Skills
- f. Presentation Skills
- g. Using Technology for Problem Solving
- h. Graphics Use

### **2. Overview of using Blackboard Learn/Canvas**

#### **3. Palomar College Services**

- a. ATRC /help desk
- b. IS Technical support
- c. Library Online services
- d. Online tutoring
- e. Online Proctoring

#### **4. Learning Skills**

- a. Study Skills and Organizational Skills
- b. Written Communication and Reading
- c. Time Management
- d. Research skills

#### **5. Faculty Specific Items**

- a. Syllabus (template)
- b. Netiquette and Ethical Use Understanding/ Email Use — Palomar e-mail account
- c. Course specific instructions

#### **6. Wrap-up**

The last section of the module is a "Wrap-up" section that requires students to pass a cumulative final with a 70% or better. Students will have unlimited attempts at the final assessment but are not able to access their online courses until they successfully complete the orientation. (Concern not to be a barrier to registration.)

### **Resources**

1. Blackboard / Canvas LMS
2. LMS Blackboard Collaborate Ultra (Audio/Video Conferencing)
3. CCC ConferNow (Audio/Video Conferencing)