MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, May 12, 2016

Unapproved

PRESENT: Ron Burgher, Jasibe Carslake, Jim Eighmey, Matt Estes, Jackie Martin-Klement, Linda Morrow, Lillian Payn, Teresa Pelkie, Steve Perry

ABSENT: Erin Feld, Sherry Goldsmith, Amanda Hill, Erin Hiro, Krystal Rypien

CALL TO ORDER: The May 12 meeting was called to order by the Chair Lillian Payn at 2:10 p.m. in Room LL 104.

MINUTES: The April 14, 2016 minutes were approved as corrected.

ACTION ITEMS:

1. Committee members approved our summary of our goals for the past academic year.
   a. We made recommendations and designed the research design for the Canvas pilot.
   b. We discussed OEI, but voted to postpone making a decision until our leadership positions were filled on campus. The committee felt that interim leaders would be unable to approve our recommendations.
   c. We conducted a meta-analysis of class size for online classes. The committee researched a seminal document that was published, which recommended that class size be set by the type of class. While the evidence was inconclusive, the following recommendations were made by the authors: Classes that were one-way communication to the students had no limits on attendance, but classes that included two-way communication between the faculty and students, and student to student recommended 25 students or less. If the model was "Community of Inquiry", a class size of 20 students or less. Courses that included lower levels of Bloom's Taxonomy should be 30 students or less, but courses that included higher levels of Bloom's Taxonomy with a full implementation of "Community of Inquiry" and constructivist techniques should be 15 students or less.

      Taft, Susan H., Tracy Perkowski, and Lorene S. Martin. "A Framework for Evaluating Class Size in Online Education." *Quarterly Review of Distance Education* 12.3 (2011): 181-197. *Academic Search Premier*. Web. 21 Oct. 2015.
   d. The Academic Technology Committee sponsored the 4th Annual Teaching with Technology Showcase. The committee awarded Candace Rose 1st place, Netta Schroer 2nd place, and Jasibe Carslake 3rd place. Each received a certificate and a gift card.

      e. The committee members reviewed and revised POET.

      f. The committee's final goal was to conduct a self-study of distance education at Palomar College. Please see the appendix for the document draft.

      g. POET statistics:
         27 Instructors validated to teach online 2015-2016:
         116 Instructors validated to teach online since Spring 2012

2. DE Self-Study: The committee members conducted a meta-analysis of other colleges' and universities' policies for distance education. The committee decided to look at standards for distance education and our practices Spring, 2016. While this is not a definitive document, the members agreed to send this draft report to the Faculty Senate.

INFORMATION:

1. Canvas Pilot: The student survey was distributed to both Canvas courses and the Blackboard control courses. The faculty panel took place Friday, May 6, at 9–10:30 am in MD 103. The panel was moderated by Dr. Manea. Dean Kahn and professors attended. It was video-taped by PCTV: Canvas Pilot Panel - Part 1 https://vimeo.com/166128257 and Canvas Pilot Panel - Part https://vimeo.com/166138427

   It should also be noted that at the most recent SDICCCA DE meeting on May 6, the Canvas report listed 70 community colleges in CA as having made a commitment to license Canvas, and over 10 more in progress of licensing Canvas.

2. ATRC sent out another announcement to faculty in order to motivate them to continue delivering their DVDs to the library for processing. We requested that the old server would continue to be in operation, but we were told that this would not possible.

3. The Faculty Tea was held May 5. Faculty receiving POET certificates since the last Tea were announced, and the three Teaching with Technology Showcase award recipients received a certificate and gift card.

4. The discussion at the last SDICCCA meeting was mainly about the Canvas migrations at Cuyamaca, Grossmont, Imperial Valley, and Southwestern Colleges. Faculty and students recommended adopting Canvas. SDCCC District are postponing their selection since they are in the process of their main data base and can manage only one major migration at a time. Once that is in place, they would be in a position to populate Canvas classrooms, if they decide to adopt Canvas.

MEETINGS: 2016 SCHEDULE (LL 104), 230 – 4:00 pm / 2nd, 4th Thursdays
                8/25; 9/8; 9/22; 10/13; 10/27; 11/10; 12/8

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

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