
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 22, 2016

Approved

PRESENT: Sarah Dennis Kirk, Jim Eighmey, Erin Feld, Marlene Forney, Mike Gilkey, Sherry Goldsmith, Amanda Hill, Erin Hiro, Scott Kardel, Lillian Payn,

ABSENT: Linda Morrow, Steve Perry, Teresa Pelkie, Krystal Rypien

GUEST: Gary Sosa (Curriculum Committee DE Subcommittee)

CALL TO ORDER: The September 22 meeting was called to order by the Chair Lillian Payn at 2:45 p.m. in Room LL 109. New members Sarah Dennis Kirk and Scott Kardel were welcomed by Committee members.

MINUTES: The September 8, 2016 minutes were to approved as read.

ACTION ITEMS:

1. The Faculty Senate asked us to name our representatives for the LMS Selection Task Force. The following is the new list that will be presented as an action item at Monday's Faculty Senate Meeting:

LMS Selection Task Force

1. Dan Sourbeer, Vice President of Instruction
 2. Jack Kahn, SBS Dean
 3. Najib Manea, Academic Technology Manager
 4. Lillian Payn, Academic Technology Coordinator
 5. 2 Faculty Senate appointees
 6. 3 faculty members, Academic Technology Committee
 - 1) Erin Feld
 - 2) Marlene Forney
 - 3) Erin Hiro
 7. Kelly Falcone, Professional Development
 8. David Gray, Academic Technology System Engineer
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2. The members reviewed our documents for our DE Self-Study, and offered recommendations, which will be combined for our next meeting. The recommendation to set response to students was discussed. 24-, 36-, and 48-hour response turn-around were all proposed, as was the alternatives for weekends and holidays. The members approved a 48-hour turn-around response time for distance education classes as realistic, and believed that most instructors respond daily during the week anyway, but would not want to be held to that level of scrutiny on a daily basis.

INFORMATION ITEMS:

1. POET Stats: 121 certificates issued to date.
2. Blackboard Stats: Over 56% of the courses were published in BB as of Sept. 1
3. Canvas Stats: 35 courses are in Pilot 2 (18 instructors), f2f, online, hybrid; 12 more courses have been published (made available to students, but not in the Pilot 2).
4. Erin Feld gave a report about the Tutoring Project, which has been expanded and students are finally requesting tutoring, since there are more opportunities, more courses, more options, more locations, etc. The Accreditation visiting team is expected to be satisfied with the results.
5. There is a push to increase FTES during the Stabilization period. Dr. Blake is encouraging departments to offer more DE courses, since this is the quickest untapped resource, can be set up for fast track, and will appeal to our students who are looking for more flexible course delivery options. Please see your dean to add new courses for the second fast track.

MEETINGS: 2016 SCHEDULE (LL 104 or LL 109), 2:30 – 4:00 pm / 2nd, 4th Thursdays
10/13 (LL 104); 10/27 (LL 109); 11/10(LL 109); 12/8 (LL 104)

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

ADJOURNMENT: The meeting was adjourned at 3:50 pm.