MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, October 13, 2016

Approved

PRESENT: Jim Eighmey, Erin Feld, Marlene Forney, Sherry Goldsmith, Erin HIro, Scott Kardel, Linda Morrow, Lillian Payn, Krystal Rypien, Seth San Juan

ABSENT: Sarah Dennis Kirk, Mike Gilkey, Amanda Hill, Steve Perry, Teresa Pelkie

CALL TO ORDER: The October 13 meeting was called to order by the Chair Lillian Payn at 3:00 p.m. in Room LL 104.

MINUTES: The September 22, 2016 minutes were to approved as read.

ACTION ITEMS:

1. Class delivery definitions: ATC members responded to the e-mail stream, which Lillian reported back to the DE Task Force. The Task Force selected 4 categories of course delivery:
   a. Online (totally)
   b. Online Plus (online but may require f2f orientations and exams, etc.)
   c. Hybrid (current practice of 50%/50%)
   d. Face-to-Face (totally)

2. The ATC members agreed to have a Show and Tell to teach some practice or technique. This will be finalized at the next meeting so we can announce.

3. DE Self Study. We have one document with everyone's input, but we see some overlap in the subtopics that need to be cleaned up. Krystal suggested that one person edit it next to clarify for the next meeting. Lillian will work on it and contact Jackie for some questions about some passages.

4. OEI discussion: ATC members noted that we have been practicing the "Palomar way" which may not serve us in the future, so that we risk being left out of programs from the Chancellor's Office. OEI membership may help enrollment and let us take advantage of low- or no-cost software, etc. The members, when polled, agreed that we should join the OEI. We shall vote on a recommendation to the Faculty Senate at the next meeting. They noted that this decision would require us to adopt Canvas.

INFORMATION ITEMS:

1. LMS Selection Task Force will meet on Wednesday, Oct 19, 8 am.
2. POET Stats: 137 certificates issued to date (which included 16 external certificates as a result of the recent inquiry with faculty).

3. Blackboard Stats: Over 58% of the courses were published in BB as of Sept. 1, (1330 courses published out of 2,285 in schedule), with 29/5 students/class. 88,839 users logged on to 474,900 sessions.

4. Our Accreditation visit (for 2 of 6 recommendations) will be Oct. 24.
Accreditation ALERT:
SLO requirements (shared by both SWC and MCC after site ACCJC visit): SLO reporting must disaggregate online vs. f2f courses, and not be combined.

5. Erin Feld gave a report about the Tutoring Project:
53 online tutoring sessions this semester so far, as compared to 36 in spring.
28 unique students, for 1098 minutes.
Math tutoring was the most requested, with Economics second.
During office hours our tutors take the calls, and after office hours, Net Tutor takes the calls. Dr. Manea has generated 19 "organizations" so the students can find their tutor quicker and easier.

6. Dr. Manea and I met with Dr. Blake to share what ATRC and ATC are doing. She recommends that we generate a DE Strategic Plan. She thinks we can pull this together from existing information. (Skyline College has a good model to follow.) She also recommended listing the POET certificates by department to generate friendly competition. We have never collected department data, so that may take some time to locate.

7. **KALTURA:** The Library, DRC, and ATRC have a joint project for our new streaming server, operational since Spring, 2016. (*For use in both the Blackboard and Canvas learning management systems*.)
Processed: 227 requests generated 432 video clips
All English language videos have been closed captioned

Uploaded by faculty: 476 elements (streamed video or images, from within the LMS)

Student usage (*Since the start of Fall 2016*): 145 media entries were played 5,272 times.
2358 hours, 25 minutes, and 39 seconds = over 98 days of playback time in the last seven weeks. 3.1 TB of bandwidth
Highest viewing day = September 15: 269 media entries played
Devices: Windows or Mac computers
Android and iOS mobile devices (over 137 hours (5.7 days!) of video

8. **SDICCCA Summary (10/7 meeting) on Accreditation:**
SW and MC going through accreditation

MC asked to have 33 courses (specifically requested by team, not choice of MC)

Demanded full (admin) rights for course access, spent about 5 minutes for 7 courses… just dashboards (?).

SW dinged on use of publisher's material

Publisher's content: SW considers needing college policy for publisher's content adoption and effective contact with students (in process of writing a DE handbook)

SW researched that universities have approved lists, since publishers are "agents of the college" according to licensing, and if something is not in compliance with FERPA, publishers are not liable

Issues of authentication and privacy, e.g., if grades are kept on publisher's site.

ADA: Pearson not Section 508 compliant

MEETINGS: 2016 SCHEDULE (LL 104 or LL 109), 2:30 – 4:00 pm / 2nd, 4th Thursdays
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 4:08 pm.