
MEETING OF THE ACADEMIC TECHNOLOGY COMMITTEE

— MINUTES —

Thursday, February 9, 2017

Approved

PRESENT: Erin Feld, Marlene Forney, Erin Hiro, Scott Kardel, Linda Morrow, Lillian Payn, Steve Perry, Krystal Rypien, Seth San Juan

ABSENT: Mike Gilkey, Sherry Goldsmith

GUESTS: Richard Loucks; Najib Manea

CALL TO ORDER: The February 9 meeting was called to order by the Chair Lillian Payn at 2:45 p.m. in Room LL 104.

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

ACTION ITEMS:

1. Surveys from the Chancellor's Office
Richard presented required and optional surveys from the Chancellor's Office. The DE survey report from the campus is required; we were given a copy for our reference. The Student Satisfaction Survey is optional. In the past we opted out since we did not agree with the nature or formatting of some of the questions. We conducted our own internal survey. The ATC members were more comfortable with the current version, and some additions were suggested. Since the time frame to return requests to add our questions to a customized version was so short, Lillian will distribute and collect ATC recommendations and forward those to Richard for submission to CCC by the due date next Tuesday.
2. DE Self Study. The document was conditionally approved pending some recommended changes that Lillian will bring to the Feb. 23 meeting.

INFORMATION ITEMS:

1. **ATRC is delivering training in a variety of formats, with emphasis on the Canvas migration. The Canvas Boot Camp training has been released and is open for registration.**
2. Dr. Manea: Canvas stats: 241 courses, 137 faculty, and over 6000 students.
3. 2/6 Faculty Senate meeting about DE: Lillian gave a short report about the state of DE and future trends, with a lot of supporting data evidence from our IRP, Data Mart, and SDICCCA-college comparisons. It was a worthwhile discussion, with many visitors expressing support and concerns.
4. Instructional Designer: position is approved and in HR now to post the job description, etc. We should have a new ID hired by Spring, 2018. Dr. Manea anticipates a fall hire.

5. Dr. Manea led a discussion to plan the Online Orientation program in order to meet accreditation standards. The options were to have workgroups or use meeting time to work on the project, or to have a separate task force. The task force idea was dropped, and that ATC members were best able to determine the look and feel of the Orientation.

We located existing resources, such as the outdated video from Counseling that was an orientation for the entire campus. Lillian will contact Glyn to learn more about that video. Many links were identified, but ATC members do not want to have a list of links. The Quest Interactive Readiness tutorials were reviewed. They are similar to the Student Tutorials already installed on the ATRC site from OEI, but Quest has useful new diagnostic tools. We can spin off of that and customize a presentation for our campus.

Additionally, we need to determine how we want to distribute them, via a dashboard, or as a course in everyone's Canvas list, which can be referenced by instructors. Students can earn badges for completion, for example, that would be accepted by multiple instructors.

MEETINGS: 2017 SCHEDULE, 2:30 – 4:00 pm / 2nd, 4th Thursdays
3/9 (LL 109); 3/23 (LL 104); 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 4:02 pm.
