MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, May 11, 2017

Approved

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

ABSENT: Erin Hiro

GUESTS: Najib Manea

CALL TO ORDER: The May 11, 2017 meeting was called to order by the Chair Lillian Payn at 2:44 p.m. in Room LL 104.

MINUTES: The April 27 minutes were approved as corrected.

ACTION ITEMS:

1. Online Orientation Progress: Dr. Manea demonstrated the final Online Orientation Draft in Canvas and noted comments from members. The committee voted to approve this draft as the version to be used in the Online Orientation Pilot for Summer Semester. Members were given access to the Canvas Course: See Palomar main page>Blackboard/Canvas>Canvas> Dashboard>Palomar Online Orientation

   The pilot would make the Canvas course available to instructors within their Canvas courses, since it could be added to their classroom as a module. The idea is that students would need to do the orientation only once, they can stop or resume at any time, and that they would get a badge that would be available for future classes as proof that they were prepared. The DE& ATC members do not want the Orientation to be an obstacle for taking an online class. Also, individual instructors will have to provide an orientation to specific content for their course, such as unique software, or other requirements that are not general across disciplines. Najib pointed out that while it is not a quick orientation, it is very thorough and offers a diagnostic tool with recommendations for remediation.

   The course is adopted from the interactive Creative Commons Orientation from the OEI, which was professionally produced. Instructors can still use the materials that are available on the ATRC website: https://www2.palomar.edu/pages/atrc/canvas/canvas-information-students/interactive-student-tutorials/ (for students) and (please see the faculty link for the assets for the tutorials, which faculty are legally able to customize and include in their courses). Lillian will send announce the availability of the orientation to instructors, and will definitely use this in her classes this summer.

2. DE [Strategic Plan] was discussed. The Committee recommends reporting to the Senate that we have a provisional draft, but that it is not in a final form as yet. The latest version is in the Supporting Documents of the ATC site.

INFORMATION ITEMS:

1. Lillian reported that on May 8 the Senate approved our name change to: **DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE**
2. The Canvas Boot Camps have been delivered as planned:
   A Boot Camp will be offered on June 8.
3. This Academic Year's Accomplishments are attached, including 2011-2017.
4. Erin Feld reported that over 80 tutoring sessions took place this past semester, with Math Tutoring also increasing activity. There is a new procedure for students to submit papers to tutoring, which increased English Tutoring to 66 visits by 11 students.
5. Najib discussed the proposal from CALM to partner with OpenStaxs. This is a free partnership with no downsides. The DE&ATC members agreed that this is a worthwhile partnership to pursue at the moment as long as instructors are not required to participate by adopting OpenStaxx materials or submitting their own materials to be made publically available. They liked that we have the choice to be consumers and/or producers.

MEETINGS: 2:30 – 4:00 pm / 2nd, 4th Thursdays (LL 104)
8/24, 9/14, 9/28, 10/12, 10/26, 11/9, 12/14

Important Links: http://www2.palomar.edu/pages/academic-technology-committee/
ADJOURNMENT: The meeting was adjourned at 4:00 pm.

DE & ACADEMIC TECHNOLOGY COMMITTEE Accomplishments

2016-17

- Canvas Pilot, Selection Task Force, Adopted Canvas, Canvas Training
- OEI, -Analysis, -Discussion, Recommendations, Joined OEI
- Proctoring Pilot
- Tutoring Pilot participation and contributions to the Tutoring Pilot Task Force/Committee
- Online Orientation Development, and recommendation to conduct a Summer 2017 Pilot with online instructors/classes.
- Best Practices Showcase (5th Annual)
- POET updates, Migrate to Canvas
- 10 instructors listed as "Trained to Teach Online" this academic year
- 140 instructors listed as ""Trained to Teach Online" accreditation compliance since January, 2012 to May, 2017
- DE Satisfaction Survey (Students)
- Faculty Satisfaction Survey
- Institutional Survey for DE
- DE Data Collection: FTES, Courses, Sections, Success and Retention (Palomar College & Region)
- Recommended Name Change to (approved by Faculty Senate 5/8/17):
  Distance Education and Academic Technology Committee
- DE Standards Self-Study Recommendations completed
- DE Plan (tasked by Dr. Blake), draft ready for review, but not ready to submit as final version
- Presentations at Conferences: DET/CHE: Dec., 2016, Online Teaching Conference: June, 2016

2011-16

- POET open entry/open exit training: "Trained to Teach Online" accreditation compliance since January, 2012
- POET Design, Develop, Produce, Train, continual updates
- DE Standards Self-Study Recommendations (tasked by VPI Cuaron)
- Digital Literacy Assessment and Training for Students, (researched instruments and testing strategies)
- Blackboard Satisfaction Survey (Students)
- DE Satisfaction Survey (Students)
- Faculty Satisfaction Survey
- Institutional Survey for DE
- Course Transfer (LMS) Best Practices
- Revise Checklist of Best Practices for Online Learning *(completed and approved by Senate)*
  Distance Education Policy at Palomar College *(completed and approved by Senate)*
  Student Services Resources Sheet on e-services
- Palomar College Web Page Revamp
- Accreditation Standards IIA and IIIC
- ATRC Mission Statement
- DE Data Collection: FTES, Courses, Sections, Success and Retention (Palomar College & Region)
- Co-founding Member of SDICCCA — DE
- Participation:
  - o Faculty Senate, Technology Master Plan Group, Curriculum Committee, Accreditation Committee, DE Task Force, LMS Selection Task Force, DE Substantive Review Task Force, DE Authorization Task Force, Student Orientation Task Force
- Presentations at Conference: Online Teaching Conference, June, 2015

SDICCCA – DE meeting notes

1. Pressure to add f2f courses across the region/state.
    (SW: shift to larger f2f courses)

2. Accreditation visitors' attention:
    a. Student privacy and authentication
        i. Non-CMS resources and sites: Publisher's sites (SW dinged)
        ii. Chancellor's office maintains agreements are at local level, not supported
        iii. When publishers have been asked to sign FERPA compliance agreements, they have declined. (Sites often record/keep grades, deep-embedded)
        iv. SW established a DE+Pedagogy Committee to check 508, FERPA compliance, and curriculum
    b. Regular and effective contact
    c. Accessibility
        (Net Tutor and WW Whiteboard is not accessible, no captioning and no descriptions for graphics, but our Tutoring member and DRC member claimed this is not an issue that is relevant, since there are chat features and other features to compensate for any one particular impairment.)

3. State Authorization agreement: Example: instructor lived in another state and taught online for a CA CC, could be fined by the other state if did not have an Authorization agreement in place