MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, September 28, 2017

Approved

PRESENT: Michael Arguello, Robert Chamberlain, Marlene Forney, Ashlee Lain,
             Liz Mendoza, Linda Morrow, Lillian Payn

ABSENT: Lem Davis, Jim Eighmey, Sherry Goldsmith, Krystal Rypien, Ed Sprague

CALL TO ORDER: The September 28, 2017 meeting was called to order by the Chair Lillian Payn at
                2:45 p.m. in Room LL 104.

MINUTES: The September 14 minutes were approved as read.

ACTION ITEMS:

1. Our Goals for Academic Year 2017-18 were reviewed, revised and approved.
    (Please see attached.)
2. At the Monday, September 25th Faculty Senate Meeting, Vice President of
    Instruction Kahn asked the Senate to include non-Faculty members on various
    Faculty Senate Committees, specifically Distance Education & Academic
    Technology. The discussion included:
    a. Advantages: 1) More voices and inclusion in our role and duties; 2)
        Wider shared governance participation as recommended by
        Accreditation visitors; 3) Noted that this is already possible with visitors.
    b. Disadvantages: 1) Larger group could mean longer discussions that
        don't arrive at timely conclusions or decisions; 2) A burden on staff;
        3) Most importantly, the Faculty Committees are intended to give voice
        to Faculty in all roles that we are tasked to participate in.

3. The following recommendation was made (approved by unanimous vote) to
    the Faculty Senate:

    The Distance Education & Academic Technology Committee
    recommends that non-Faculty members may become members of this
    committee, under the following conditions:
    a. **No more than two Non-Faculty members be invited to join the**
        committee.
    b. **Administration and staff members shall not be assigned or**
        appointed due to the position held, but rather, membership be
        open to interested staff members with a passion for distance
        education and academic technology who shall request to be
        appointed by the Faculty Senate.
    c. **Non-faculty members will not be part of the quorum.**
    d. **Non-faculty members will be non-voting members.**
    e. **A term limit was not specified**.

4. Training Recommendations: Committee members had excellent
    recommendations for Training that Faculty would like:

a. Repeated sessions at different times
b. Round Tables to demo noteworthy features in Canvas, apps, etc.
c. Canvas Hacks
d. Student View and Community Boards
e. ADA-compliance features and How to close-caption videos
f. "First Day" Welcome: what should be included & what the instructor should have ready
g. Quiz features
h. Notification walk-through
i. How to use groups in Canvas
j. Library Services
k. Mashups

5. Lillian summarized progress on the Distance Education [Strategic] Plan: After thanking the committee members who had previously contributed to the Plan and acknowledging the important additions to the Plan, Lillian was in the process of blending the document so that it read as a whole written consistently. Also, the statistics and data are being brought up-to-date from DataMart and the Dept. of Education National Center for Educational Statistics. Finally, a proper bibliography and citations are being formatted.

INFORMATION ITEMS:

1. The Observer Role for Canvas is being set, as requested by TERB Coordinator Williams and TER Board. However, it requires coordination from 1) Instruction Office, which directs the SIS sheets, where the Observer must be input, 2) PEOPLESOFT, which populates the shell with the the observer, and 3) ATRC, which checks the boxes for access to Canvas areas that are FERPA-compliant (no student personal data, no grades, but discussions are available in order to evaluate level of student and faculty engagement).

2. **ACADEMIC TECHNOLOGY COMMITTEE** —2017-2018 —

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
GOALS	Training Proposals/ Spring		Dashboard Update/ Moving Party plan	Canvas moving party!	POET update			ATRC site update	
	DE Policy: Online Classes (Hybrid/Online)		DE larger discussions						
	Requests from VPI, Deans, Senate, Faculty, ATRC								
	Observer Access								

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

Important Links: http://www2.palomar.edu/pages/academic-technology-committee/
ADJOURNMENT: The meeting was adjourned at 3:55 pm.