
MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE
— MINUTES —
Thursday, April 12, 2018

Approved

PRESENT: Michael Gilkey, Sherry Goldsmith, Ashlee Lain, Jessie Mellor, Linda Morrow, Lillian Payn, Krystal Rypien

ABSENT: Marlene Forney, Liz Mendoza, Ed Sprague

GUEST: Chris Norcross, Steve Perry

CALL TO ORDER: The April 12, 2018 meeting was called to order by the Chair Lillian Payn at 2:41 p.m. in Room LL 104.

MINUTES: The March 8, 2018 minutes were approved as read.

Jessie Mellor was welcomed as a new member, appointed by the PFF. Steve Perry was welcomed as the incoming Academic Technology Coordinator to begin in the 2018-19 Academic year, appointed this past Monday by the Faculty Senate. Congratulations, Steve!

ACTION ITEMS:

1. Updating POET: Revisions submitted by the members (Thank you!) Sherry intends to add more instructions for making other file formats accessible.
2. The High Tech Center Training / CCC Recommendations were discussed. Sherry commented that the College / Institution should be driving accessibility compliance on campus, so that the instructors don't feel like it is entirely their issue to achieve compliance. Sherry also recommended that we invite Ms. Dietrich to speak to us, for example, at a Plenary session.
3. We discussed the SSO: One challenge that DRC students have experienced is that they do not know their Social Security Numbers. Also, students who have gone to another college have an opportunity to recover their CID previously assigned.

INFORMATION ITEMS:

1. Sherry commented that there is no current procedure for captioning videos, and no one knows what should be done or who should do captioning now. This needs to be investigated as to what has changed organizationally, and why who was captioning before can no longer caption. The issue is whether the captioning is done for a department, which must pay for the captioning vs. an accommodation for a student which is paid for by a grant. However, the practice is to have all materials captioned for every class automatically. The risk is greater now that lack of captioning has been considered a denial of Civil Rights and is a criminal offense. Linda said the library only passes through the archiving of media needing to be streamed in

Kaltura, while ATRC streams the file once it is captioned into the Kaltura system so it can be linked within Canvas virtual classrooms. Neither the library nor ATRC has the resources or staff to caption.

2. WOW: Chris Norcross, ATRC, presented the progress on the new College website and demonstrated the screens. The site will have many video clips that rotate instead of static images. The project is almost complete and will be launched soon.
3. Single Sign on has made a full transition; however, some students still have not made the transition and are locked out of their Canvas virtual classroom until they sign on with the new conventions. They may need assistance so they don't give up.
4. Online Tutoring: This is going well. An instructor reported recently that it made a difference for his students and would like to see the program expanded.
5. Proctoring: Issues have been identified that need to be resolved, such as students who do not have computers or computers with webcams at home. The library lab does not have
 - 1) webcams on computers
 - 2) a quiet, low traffic area for test taking. The 3rd floor of the library is quiet but there are not computers there.

There are no labs on campus equipped with webcams anymore, apparently. Until we can resolve this, instructors should be advised to place notes in the schedule stating that proctored exams will require webcams and supplied by the student.

6. POET certificates: 34 this 2017-18 academic year, with 174 total since Jan. 2012. (Note that last year there were only 26 total.)
7. Canvas statistics (April 3): Over 66% of our courses are published in Canvas (record high as compared to combined Canvas and BB in the past), 751 instructors and 19478 students.}
8. Accreditation: Dr. Manea and I prepared the Distance Ed and ATRC sections of the mid-term Accreditation report that was requested by VPI Kahn. Since the deadline was so quick, we were unable to request assistance from our committee members. Fortunately we were able to pull most content from our recent Self-Study, which was a result of our members' contributions.

MEETINGS: 2:30 – 4:00 pm / 2nd, 4th Thursdays (LL 104)
4/12; 4/26; 5/10; 5/24
(We shall meet the last week because it is no longer "finals week".)

ATTACHMENT: Current year's goals

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			ATRAC site update	
	DE Policy: Online Classes (Hybrid/Online)		DE larger discussions						
	Requests from VPI, Deans, Senate, Faculty, ATRC								
	Observer Access			Accessible DE Classes		Accreditation			