MEETING OF THE DISTANCE EDUCATION & ACADEMIC TECHNOLOGY COMMITTEE
— NOTES —
Thursday, April 26, 2018

PRESENT: Michael Gilkey, Sherry Goldsmith, Jessie Mellor, Liz Mendoza, Lillian Payn

GUEST: Steve Perry

CALL TO ORDER: The April 26, 2018 workgroup meeting was called to order by the Chair Lillian Payn at 2:38 p.m. in Room LL 104 (*for lack of a quorum*).

ACTION ITEMS to discuss:

1. *Krystal communicated that due to scheduling conflicts, she needed to drop out of our Committee for the remainder of the semester. We shall remove her from the membership list for the last two meetings.*
2. Faculty Senate President Travis Ritt Requests
   a. Workgroup to collect Departmental DE scheduling policy: We spent time discussing how we would accomplish this task. Lillian presented a first pass of suggested questions to collect the data. The members added to and refined the questions in order to collect the data that would guide us for establishing a standard policy guideline.
   (Lillian will send out the request to all department chairs on Friday with a due date in one week. Six questions will be sent out:

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   1. Does your Department have any policies that cover DE for scheduling
   classes and faculty for DE?
   2. If so, have they been formally written and approved by Department
   members?
   3. If you have a policy, please provide your policy statement.
   4. Is training, i.e., POET, etc., a requirement for an instructor in
   order to be offered an online course?
   5. Regarding DE scheduling for courses and faculty assignments, should
   those decision be made at:
      a) Department level
      b) Division level
      c) College level
   6. Do you have anything to add about your department's position on
   Distance Education?
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   b. Rubric for DE, similar to OEI Rubric: We discussed the existing Best Practices Checklist and the TERB Online Evaluation Form and the Online Worksheet. Since we were not sure what Travis was looking for, and TERB has its own membership as a Senate Committee for such discussions, we decided to ask Travis exactly what he was looking for.
3. Policies were discussed for issues that have come up without definitive practices.
   a. Sites for Retired or Inactive Faculty: Currently there is no time-limit, and in the future a reasonable time-limit might be recommended.
   b. Canvas: Retention of previous courses is unlimited according to our license with Instructure. The course list has the potential to be very long for an instructor who is at Palomar for a long time. The members thought that since the courses are separated into a "Previous Courses" section, the courses are fine as they are, for the time being. Perhaps in the future instructors will want to hide or delete courses that are very old.
   c. Attendance vs Log on: This was rephrased as "Participation vs. Logon". The Ed Code was

summarized that for Census purposes, instructors need to drop students if they not only neglected to log on to their course in Canvas, but also if they did not participate. It is not enough to log on to have a presence in a course, but the students must be actively engaged. Instructors need to have a quick assignment that would engage students immediately. A syllabus quiz was suggested, as was a "Hello" or "Introduce Yourself" post.

INFORMATION ITEMS:

    A. POET Status: 34 certifiates this 2017-18 academic year, with 174 total since Jan. 2012. (Note that last year there were only 26 total.)

    B. Proctoring Issues: Sherry suggested having noise canceling headphones and a web cam in the library, since we have been unable to locate another place. DRC testing lab is only for DRC students; There are no open labs that are supervised on campus with Web cams that could be used. The testing center is booked solid with no provision for walk-in students. We should wait to see the configuration in the new library, since we are not sure exactly what will be there. This will be revisited in the fall. However, the members recommend that the instructors place a note in the schedule if a course will require proctored testing with a webcam, so the students know what the expectations are. This discussion came out of the request by an instructor whose students came forth stating that they did not have the necessary technology at home to proctor their tests.

ADJOURNMENT: 4:02 pm

MEETINGS: 2:30 – 4:00 pm / 2nd, 4th Thursdays (LL 104)
                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			ATRC site update	
	DE Policy: Online Classes (Hybrid/Online)	DE larger discussions							
	Requests from VPI, Deans, Senate, Faculty, ATRC								
	Observer Access			Accessible DE Classes		• Accreditation • Rubric/Evaluation of Online Classes • Department DE Policies			