



ACADEMIC TECHNOLOGY COMMITTEE

MINUTES 12/10/09

Unapproved

MEMBERS PRESENT: Kathleen Sheahan, Carlos Pedroza, Kathleen Grove, Erin Hiro, Haydn Davis, Lilian Payn, Jay Baker, Hope Farquharson, Wing Cheung, Teresa Pelkie, Kalyna Lesyna, Michael Arguello, Sherry Goldsmith

MEMBERS ABSENT: Shannon Lienhart, Brandan Whearty, Kelly Falcone, Dillon Emerick, Anne Hohman, Lori Graham, Sherry Gordon,

GUESTS: Mary Ann Drinan and Barb Kelber

Meeting called to order at 2:10

A. Announcements

1. **Report to Senate.** Kathleen Sheahan presented the ATC's recommendations in response to accreditation item #3 to the Faculty Senate on Nov 30, 09. Overall, the Senate responded favorably to the plan, but there were some concerns. Senators asked about the Validation of Preparedness process, particularly about the membership of the subcommittee, and the use of the checklist to review the classes of faculty who already teach online. The Senate gave its support for the use of the Validation of Preparedness process as a pilot project in the Spring 2010.
2. **TERB Evaluation.** Haydn shared his experience conducting a peer evaluation of a colleague's online class this semester. He described the process he used and the amount of time he took to complete the process. He estimated that it took him about three hours to review the course.
3. **Anonymous Surveys.** Kalyna Lesyna shared her experience using the anonymous survey feature in Blackboard this semester. She asked her online students to respond to two open-ended questions about what they liked and disliked about her online course. More than half the class responded to the survey and the responses were lengthy. Kalyna offered students extra credit for participating. The Bb feature can track which students responded while still keeping the survey anonymous. Kathleen offered to forward the instructions to all ATC members.
4. **New ATC Chair.** Kathleen Sheahan will be on sabbatical in the Spring 2010. Haydn Davis has volunteered to serve as Chair of the ATC. His appointment was approved by the Senate on Dec 7, 2009.
5. **New ATC workgroups for Spring 2010.** Kathleen described 6 new ATC workgroups for the Spring 2010 semester. Committee members were asked to volunteer to serve on one of these workgroups.
 - a. **Oversee the Validation of Preparedness Process and conduct pilot**
Volunteers: Haydn Davis, Kathleen Grove, Hope Farquharson, Kalyna Lesyna, Erin Hiro, Barb Kelber (guest from TERB)
 - b. **Creation of PD courses for Validation of Preparedness**
Volunteers: Teresa Pelkie
 - c. **Student Preparedness (ATC and Counseling, Glen Bongolan)**
Volunteers: Michael Arguello

- d. **Design and creation of a “Virtual Resource Center” (ATC and ATG)**
Volunteers: Wing Cheung, Carlos Pedroza
- e. **Universal Access (ATC and Adaptive Computing, Sherry Goldsmith)**
Volunteers: Lilian Payn
- f. **Policy/Procedures for Intellectual property and Copyright (ATC and PFF)**
Volunteers: none today

B. Reports from Workgroups.

1. **Online Observations.** Mary Ann Drinan gave an update on the most recent work being done in this area. The TERB has decided to divide the Online Course Observation Form into two separate documents: 1) an evaluation form with 5 questions asking faculty to narrative what they observed and 2) a Checklist to Accompany the Online Observation Form. The TERB is finalizing their work in this area.
2. **Student Participation in online evaluations.** Mary Ann announced that TERB participated in a webinar on Dec 7, 09 to evaluate the software program “Evaluation Kit”. They were please with the features of the software, such as the ability to remind individual students to complete a student evaluation. The price of the software is also reasonable. In a fall semester TERB asks between 1,000-1,400 students to complete student evaluations of their instructors. The cost for this software is approximately \$350 per 1,000 students. TERB is Planning to use the software to conduct a pilot in the Spring 2010.

C. Overview of the Fall 2009 ATC Workgroups’ accomplishments

1. **Work Group 1: Student Evaluations (TERB and ATC)**
Goal: Refine the evaluation questions that students answer in the evaluation of their online instructors.
Status: Complete
2. **Work Group 2: Increasing student participation in evaluation of online classes (TERB and ATC)**
Goal: Develop a process for increasing student participation in the evaluation of their online instructors.
Status: TERB will conduct a pilot of new software “Evaluation Kit” in the Spring 2010.
3. **Work Group 3: Online Observations (TERB and ATC)**
Goal: Develop a process for evaluating the class environment (website, blackboard class) of an online class. Create a process for determining which class in a FT faculty member’s load will be evaluated.
Status: Near completion. TERB is finalizing changes to the two documents that were created.
4. **Work Group 4: Validation of Preparedness (ATG Coordinator: Haydn Davis and ATC)**
Goal: Establish a process for validating the preparedness of faculty teaching an online course. Create a series of measures to prepare faculty teaching online for the first time.
Status: Faculty Senate approved the use of the Process as a pilot program in the Spring 2010. In the Spring two workgroups will to continue to work on 1) conducting the pilot and 2) developing the PD training program.

5. Work Group 5: Student Preparedness (ATC Chair, Kathleen Sheahan)

Goal: Develop a process to prepare students to be successful in an online class. Students need help with technology, study skills, time management, understanding what is expected of them in an online course, and navigating an online class (blackboard, eservices).

Status: The Counseling Department will work in conjunction with the ATC to develop this program in the Spring 2010.

6. Work Group 6: Distance Education as compared to Face-to-Face instruction (ATC Chair, Kathleen Sheahan)

Goal: Consider the success and retention rates of students taking classes online, as compared to students taking face-to-face classes.

Status: The data reflecting student success and retention in the Fall 2008 was received from the Office of Research and Planning. Data was shared with the ATC and the Senate. Data will also appear in the minutes of the Dec 7th, 09 Senate meeting for all faculty to see.

D. The minutes from 11/12/09 were approved.

Meeting adjourned at 2:55 pm.

Submitted by K. Sheahan