

**Academic Technology Committee**

MINUTES OF MEETING: 12/1/17

APPROVED BY COMMITTEE: 2/2/18

Submitted Exec. Committee: \_\_\_\_\_

Approved by Exec. Committee: \_\_\_\_\_

Submitted Academic Senate: \_\_\_\_\_

Approved by Academic Senate: \_\_\_\_\_

*ATC Members Present:* Chris Sales (Chair), Kaitlin Bahr, Rolando Cabral, Stefanie Drew, Tara Fahmie, Ashley Geng, Norm Herr, Joel Krantz, Stephen Kutay, Akila Murali; *Excused:* Ardavan Asef-Vaziri, Henk Postma; *Absent:* Teresa Williams-Leon; *Permanent Guest:* Deone Zell; *Executive Secretary:* Hilary Baker; *Recording Secretary:* Celene Valenzuela; *Guests:* Ryan Ranjit Philip

**1. Announcements – None.**

**2. Approval of Minutes –** The minutes from the November 3, 2017 meeting were approved with one amendment.

**3. Previous Action Items**

- a. **Canvas Faculty Support** – Deone Zell shared that she has contacted faculty in Kaitlin Bahr’s college to support them with their transition to Canvas.

**4. Chair Report**

- a. **ACAT Update** – Chris Sales stated that at the ACAT meeting, new member Heather Cairns joined on behalf of The University Corporation. Hilary Baker shared that there is significant discussion at the ACAT meetings pertaining to instructional materials and Heather Cairns is representing the CSUN Campus Store. There will be an increasing focus on ADA accessibility to ensure that all of our instructional material is compliant. Chris Sales stated that Diane Stephens and Jeff Wiegley presented on the new Jacaranda Hall construction project and the testing of Epson projectors in the classrooms, located on the second floor of Jacaranda Hall. There was a DataJam debrief by Wayne Smith. He also shared a handout with detailed information. Hilary Baker stated that she will obtain a copy of the handout and share it electronically with ATC. Chris Sales stated that a letter from a student was also shared. The letter conveyed the student’s appreciation for holding the DataJam competition and his interest in using data in his discipline.

**5. VP/CIO’s Report**

- a. **Canvas Update** (<https://www.csun.edu/it/faculty-canvas-support>) - Deone Zell shared that 30-second videos are being created by Virginia Huynh on lessons learned about Canvas by faculty. The videos have been posted on the faculty Canvas support page. Virginia Huynh is gathering lessons learned and tips from other Canvas users on campus, the information can be sent to [ftc@csun.edu](mailto:ftc@csun.edu). Joel Krantz inquired if the videos are also shared with Canvas. Deone Zell shared that the FTC is in communication with Canvas and that weekly calls are held. Chris Sales shared that Canvas really served the needs of the campus and it is a smooth transition from Moodle to Canvas. Ashley Geng inquired about assignment due dates on Canvas and how the last exam dates can be extended after the last lecture. Ernie Perez shared that there are automatic dates that are set per semester; however, those dates can be changed manually in the course end date section. For faculty interested in sharing the class content after the end of the course, the end date can also be extended. Deone Zell stated that the FTC office will be in contact with Ashley Geng to assist with the date changes.

Ashley Geng inquired about saving Zoom videos and uploading them into Canvas. Ernie Perez stated that Zoom can automatically convert videos into MP4 format. Faculty may upload the file into Canvas or into myCSUNbox and share the link with students. Hilary Baker shared that the FTC office will be in contact with Ashley Geng to assist with uploading the lectures.

Stefanie Drew shared that some faculty are shocked to learn that Moodle content will be completely going away. Tara Fahmie inquired about student data and the possibility to download all data in a batch at the same time instead of individual courses. This may be a concern for colleges that are undergoing accreditation. Kaitlin Bahr stated that it would be very important to emphasize that all content will be deleted; otherwise, faculty may think that the content is being archived. Hilary Baker shared that the FTC will send out one final notice addressing student data that needs to be provided for accreditation and student requests.

Stephen Kutay stated that once CSUN is fully transitioned to Canvas, the Oviatt Library can collaborate with the FTC and explore the repository features. It was suggested that a short video on best practices might be helpful for faculty to know what can be added to the repositories.

- b. **Artificial Intelligence Faculty Exploration (Aix)** (<https://www.csun.edu/it/aix>) - Hilary Baker shared that the Artificial Intelligence Faculty Exploration began this semester and it will continue into next year. It has the potential to touch many of the colleges and disciplines. Deone Zell stated that the [Aix blog](#) features real world applications for every college to explore. Many of the large technology companies (Amazon Web Services, Microsoft Azure, IBM and Google) are all developing AI tools. Deone Zell shared that faculty and students do not need to be programming experts, many of the tools have templates. FTC is working with Research and Graduate Studies, especially related to faculty research opportunities related to AI. Deone Zell shared that the AI-Jam student competition kickoff is scheduled for Friday, March 2 and the AI-Jam Showcase, is scheduled for Monday, April 2 from 2pm – 4pm, 2018. All are encouraged to attend.
- c. **Technology Changes Impacting Faculty for Spring 2018** (<https://mycsun.box.com/v/tech-changes-spring2018>) - Hilary Baker highlighted the upcoming technology projects that will

impact faculty, including the final transition to Canvas. Moodle will no longer be available as of January 2018. There will be new CSUN interactive maps added to the CSUN mobile app and the website by January 2018. Campus Identity Management System Changes will occur behind the scenes during spring 2018. The B3 parking structure will have Wi-Fi coverage as of Summer 2018. myCSUNbox will be replacing V-Drive for video storage before Fall 2018.

**6. Discussion Topics – None.**

**7. Department/College Roundtable**

- a. Discussion Topics Roundtable** – Chris Sales shared that the committee is entering the second part of the academic year. He encouraged all to share discussion topics to discuss at future meetings. Stephen Kutay stated that the University has been very supportive and encouraging towards students' participation in events like AppJam and DataJam and creating new products. The idea of copyright and intellectual right literacy can be further discussed. This is helpful for student that are creating, marketing their products and moving them into industries. Chris Sales stated that best practices could be developed and the topic will be further discussed. Akila Murali stated that there has been communication amongst the students on learning more about patents and intellectual property. The College of Business and Economics offers one particular class on this topic and it would be useful to have additional courses that reflect current technologies and products. Stephen Kutay added that this field of study is no longer a sole interest of business students since other students across disciplines need to know this information. There has to be additional workshops and outlets available. Norm Herr shared that his students develop websites and it would be useful to have clarity on fair use laws.

Joel Krantz inquired about increasing the myCSUNbox file size for video streaming. Ryan

Stephen Kutay stated that he needs to transfer many files into myCSUNbox, across departments, and this has been cumbersome.

**8. Policy**

- a. Resolution on Teaching and Learning Spaces** Chris Sales shared a draft of the proposed resolution on Flexible Technology and Learning Spaces. The committee plans to review at the February meeting and then present to Senate Executive Committee ahead of Faculty Senate.

**9. New Business – None.**

Meeting adjourned at 3:00 p.m.