

**Academic Technology Committee**

MINUTES OF MEETING: 5/03/19

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

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

APPROVED BY COMMITTEE: 9/6/19

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

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

*ATC Members Present:* Chris Sales (Chair), Akanksha Bedi, Stefanie Drew, Elise Fenn, Norm Herr, Joel Krantz, Stephen Kutay, Henk Postma, Adwitiya Singh; *Excused:* Kaitlin Bahr, Brad Jackson, Teresa Williams-Leon; *Absent:* Alexandra Satarova; *Permanent Guest:* Deone Zell; *Executive Secretary:* Hilary Baker; *Recording Secretary:* Celene Valenzuela; *Guests:* Ryan Ernie Perez

**1. Announcements**

- a. **CSUN Tech Fair** (<https://www.csun.edu/it/techfair>) – Hilary Baker shared that the annual CSUN Technology Fair is scheduled for Wednesday, May 8, 2019 from 9:30 a.m. to 1:30 p.m. in the USU, Northridge Center. All are invited to attend. The guest speakers include Jeanne Holm, Senior Technology Advisor to the Mayor of the City of Los Angeles, and Ben Butler, Principal Development Manager at Amazon Web Services.

- 2. **Approval of Minutes** – The minutes from the April 12, 2019 meeting were approved without amendments.

**3. Previous Action Items**

- a. **CSUN Counts, Privacy and FERPA** – Hilary Baker stated that at the last ATC meeting there were questions regarding potential identifiable student information. Janet Oh provided the following response, “The concern mentioned about potentially identifiable student GPA data was somewhat of a gray area (since someone who could identify that student given the filters involved would very likely have to be someone from CSUN), but given the concerns expressed, we have removed the GPA parameter (as well as units earned for the same reasons) from the dashboards that included those. Those data will now be available on the CSUN Counts server for CSUN users only. We have also moved the Feeder High Schools and Feeder Community Colleges dashboards to the server for internal access only for similar reasons. As for the FERPA flag, we do include those in aggregate data, but not when we provide individual student data for data requests.”

Joel Krantz inquire whether the data is available to students in addition to faculty and staff. Hilary Baker offered to check with Janet Oh.

**4. Chair Report**

- a. **College Appointments** – Chris Sales shared that there are new committee member appointments for the next academic year. He thanked outgoing members for their service.

- b. **Copythaw: The Public Domain and Fair Use for Faculty and Scholars** – Chris Sales shared that the Copythaw event was held on Wednesday, April 24, 2019. Marty Brennan, Copyright Librarian, presented on public domain and Kyra Folk-Farber, Music Librarian, presented on fair use and the academy. There were a large number of faculty in attendance from different colleges. Stephen Kutay stated that there have been a number of changes made to the copyright law and that this presentation was important, in particular, for the music industry.
- c. **Proposed Dates for Next Academic Year** – Chris Sales shared the proposed dates for the next academic year.

## 5. VP/CIO's Report

- a. **Technology Changes Impacting Faculty – Summer and Fall** (<https://mycsun.box.com/v/faculty-impact>)

Hilary Baker shared a document highlighting some upcoming technology projects impacting faculty during Summer 2019, including:

- Adding a new employee self-service feature to the CSUN Mobile App.
- Replacing paper forms with electronic online process; automating the Vendor Data Record Form, Undergraduate Course Substitution and Waiver form, Graduate Course Repeat Form, and The University Corporation Check Request form.

The document also highlighted some faculty technology projects impacting faculty in the Fall 2019 semester, including:

- The U-drive content will transition to myCSUNBox. Faculty will receive plenty of advance notification and assistance with migration of content.
- The legacy VPN is coming to end-of-service-life and will be de-commissioned on September 30<sup>th</sup>. GlobalProtect will replace Pulse VPN and provide the same functionality as well as add DUO multi-factor authentication for Level 1 data users.
- The Majordomo listserve functionality will be migrated to a Microsoft solution.
- Faculty will be able use the new Ally feature in one or all of their Canvas courses.

- b. **Survey Tool Evaluation** – Deone Zell shared that the survey tool evaluation committee has determined that there is no one tool that can easily be used by all on campus. The campus community is using CampusLabs, Qualtrics and SurveyMonkey. The Vice Presidents will meet to discuss the survey tool evaluation.

## 6. Department/College Roundtable

- a. **Tableau** – Stephen Kutay asked how to access Tableau software. Hilary Baker shared that Tableau was funded by GI 2025 and that the Office of Institutional Research should be contacted to request faculty access. Henk Postma described the Tableau software as an interactive graphical data tool.

## 7. Discussion Topics

- a. **ATC Chair Election** – Chris Sales was the sole candidate nominated to the ATC Chair role for the Academic Year 2019-2020. The committee unanimously voted Chris Sales to serve as the ATC Chair.
- b. **Next Academic Year Topic Focus** – Chris Sales asked the committee to share topics that could be considered for discussion in the next academic year. Norm Herr shared that it would be important to focus on the refreshment of equipment in student labs. Chris Sales stated that the conversation could follow a similar discussion as the Teaching and Learning Spaces Resolution, in which the committee focused on best practices. Joel Krantz shared that he would like to have the capability of uploading his textbook on Canvas as a PDF to view and print, without download access. Deone Zell shared that myCSUNbox might be a good alternative; Ryan Conlogue confirmed that Box has the capability of view-only access.
- c. **Library Analog to Digital Lab** (<https://digital-library.csun.edu/>) – Stephen Kutay shared that there are a number of archives that are available via the Oviatt Library Digital Collections. New technologies are affecting archiving and as a result, the Oviatt Library is trying to build a larger digital capacity that is available to everyone worldwide. Stephen Kutay stated that three years ago, he was given a small space in the Oviatt Library in which he utilizes to preserve and reproduce material onto digital formats. Stephen Kutay stated that he has obtained a number of machines, from special collectors, that have allowed for the preservation of material. There are limited funds, it would be great to get additional parts, machines and shelves. Joel Krantz noted that there are a number of racks/shelves available at the Mike Curb College of Arts, Media, and Communication. Adwitiya Singh added that there may be additional supplies available at the College of Engineering and Computer Science. Hilary Baker stated that Information Technology may also be able to assist with racks and other devices that are no longer being used.



8. **Policy** – None.

9. **New Business** – None.

Meeting adjourned at 3:04 p.m.