

Academic Technology Committee

MINUTES OF MEETING: 10/4/19

Submitted Exec. Committee: _____

Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 11/1/19

Approved by Exec. Committee: _____

Approved by Academic Senate: _____

ATC Members Present: Chris Sales (Chair), Kaitlin Bahr, Elise Fenn, Brad Jackson, Joel Krantz, Nicole Shibata, Cheryl Van Buskirk; *Excused:* Allan Chen, Norm Herr; *Absent:* Eric Hu, Mauro Carassai, Jose Morales, Carlos Orozco, Teresa Williams-Leon; *Executive Secretary:* Hilary Baker; *Recording Secretary:* Celene Valenzuela

ACAT Members Present: Mary Beth Walker (co-chair with Hilary Baker), Christina Hennessey, Dan Hosken, Tim Karels, Tina Kiesler, Diane Stephens, Kathryn Tipton

Guests: Ryan Conlogue, Helen Heinrich, Van Nguyen, Ranjit Philips, Paul Schantz

1. Announcements

- a. **CSUN Technology 2022-Vision** – Hilary Baker shared handouts of the CSUN Technology 2022-Vision and shared that it establishes the aspiration of a more digitally enabled campus and identifies four strategic themes: digitally transform the student experience; support for teaching, learning, and research; enable digital services and engagement; and effective, robust and secure information technology. Hilary Baker thanked the committee for providing input and feedback last academic year to develop the CSUN Technology 2022-Vision.

2. Previous Action Items – None.

3. Approval of Minutes – The September 6, 2019 minutes were approved with one amendment.

4. Chair Report

- a. **ACAT Update** – Hilary Baker shared that topics covered in the recent Advisory Committee on Academic Technology (ACAT) meeting were Qualtrics, Canvas Ally, and a summary of the Classroom Technology meeting. Kannan AMR shared more about the Tseng College pilot of Ally and J.B. Wall shared that the Classroom Technology committee is planning to identify and evaluate technology in both the open classrooms and the College standard classrooms. Joel Krantz stated that it would be ideal to have HDMI projector connections in all of the classrooms.

- b. **Faculty Senate Update** – Chris Sales shared that at the September Faculty Senate meeting there was a policy recommendation presented by the Personnel, Planning and Review Committee. IN addition, President Dianne Harrison discussed the graduation rates of first-time college students and transfer students. Vice President Colin Donahue reported on the proposed CSUN hotel and

finance dashboards to increase budget transparency. Associated Students officers also presented and asked Faculty Senate to support the North San Fernando Valley Bus Rapid Transit Corridor.

ACAT members joined the ATC meeting from 1:30 p.m. to 2:30 p.m.

5. Joint ATC/ACAT Meeting

- a. **Welcome and Introductions** – Chris Sales welcomed the ACAT members and shared about the mission of the ATC to make recommendations regarding CSUN’s resources and policy that pertain to academic and research technology. Members and guests introduced themselves.
- b. **Provost Update** – Provost Mary Beth Walker stated that after meeting with students and faculty and having discussions across campus with various committees, she shared that key priorities include: accessibility and the need to move forward in a rapid way towards achieving it; the difference in technologies available in the classrooms; and the world of pedagogy intertwined with technology tools in labs and classrooms, for both in-person classes and online. The Provost noted that in so many ways CSUN’s technology is doing great and the work is applaudable, adding that she looks forward to working on the Academic Technology agenda.
- c. **Other** - Chris Sales stated that in recent years the ATC has presented resolutions to Faculty Senate focusing on the cost of instructional materials, encouraging online learning, and flexible learning spaces.
 - i. **Costs of Instructional Materials** – Chris Sales stated that when it comes to cost of instructional materials, the University should consider its student body, demographics and affordability of textbooks and other learning materials. Provost Mary Beth Walker stated CSUN has the opportunity to make a difference to increase graduation rates, starting from introductory courses. CSUN’s mission, as a public university, is to increase the opportunities for student success. Nicole Shibata shared that the Oviatt Library has textbooks available through acquisitions funded by the Campus Quality Fee. Students can reserve textbooks and use them while they in the Library.

Tim Karels inquired about additional devices that can be rented to students, there are currently not enough available in the Library and current rentals are not for an entire semester. He further inquired about the possibility to add the cost of laptops to students’ financial aid packages. Dean Dan Hosken shared that students who obtain financial aid do not get additional funds for technology purchases; they are given a certain amount which they can decide to apply to tuition and books. Mary Beth Walker stated that this would be an excellent opportunity to seek donors who can fund technology accounts for students. Kaitlin Bahr stated that it would be very important to share the opportunity with the campus community.

Cheryl Van Buskirk shared that there has been previous ATC discussion to set a campus-wide limit to the cost of textbooks. Chris Sales added that faculty is encouraged to adopt open source and low-cost textbooks, in addition to creating their own materials. Provost Mary

Beth Walker shared that when faculty create their own materials, policy on intellectual property needs to be considered, especially when content is created using university owned computers, services and recourses. Chris Sales stated that in the previous academic year, there was a discussion at ATC on copyright and intellectual property. Cheryl Van Buskirk shared that she created her own textbook content then sold it to a publisher. CSUN students pay \$45 for the online use of her textbook and quizzes with 45% of the proceeds going to the publisher, 45% to her College and 10% to charity. Helen Heinrich shared that as a CSUN doctorate student, instead of purchasing textbooks, she has found it helpful to use the InterLibrary Loan service in the Oviatt Library, noting that it would be useful to provide this service to undergraduate students. Chris Sales stated that not many students and faculty know of this service as well as other Oviatt Library resources.

ii. **Online Learning** – Chris Sales shared that there have been previous committee discussions focusing on online learning and associated costs. Joel Krantz stated that there is a concern about students having the ability to easily cheat on online quizzes. Kaitlin Bahr stated that a number of online courses require students to take quizzes on-campus. Diane Stephens shared that limited classroom availability should be considered.

iii. **Flexible Learning Spaces** – Chris Sales stated that there are a number of labs with outdated computers that are not being used by students and other classrooms with flexible technology. Chris Sales added that there is a need to look at existing teaching spaces to determine how it can best be used.

d. **Annual Accessibility Report for Instructional Materials** – Hilary Baker provided a brief overview of the Annual Accessibility Report for Instructional Materials and shared that CSUN has met the mid-level of accessibility or above in all areas. A copy of the report will be shared electronically with the ACAT committee for their comments before it is submitted to the Office of the Chancellor.

e. **CSUN Technology 2022-Vision** – Hilary Baker shared a copy of the CSUN Technology 2022-Vision with the ACAT members, noting that a CSUN Technology 2022-Vision webpage will be finalized in the coming weeks.

ACAT members departed and ATC meeting resumed at 2:30 p.m.

6. Discussion Topics

a. **Canvas Insights** – Hilary Baker shared that Canvas Insights is a new feature in Canvas that allows faculty to review student success for certain criteria in their class as an alert to permit positive and/or encouraging communication with students, and enable the faculty to send a personalized email to students with a single click. Joel Krantz and other ATC faculty (Joel Krantz, Elise Fenn, Cheryl Van Buskirk, Kaitlin Bahr, and Chris Sales) inquired whether the feature is already enabled on Canvas for their use this semester. Hilary Baker shared that she will work with Faculty Development to determine how they can join other faculty using this release of the Canvas Insights, ahead of all faculty access next semester.

Helen Heinrich stated that Canvas Insights is an enhancement to the delivered Canvas alert too that allows for seven additional parameters along with sample email templates. Faculty can also go back to review the email messages at any time. Joel Krantz inquired about the possibility of developing a feature that automatically sends a notification to faculty and students who fall below 70%, for example. Helen Heinrich stated that at this time the feature is not available; however, this feature could be developed as an enhancement.

- b. **Canvas Ally** – Hilary Baker shared that the Canvas Ally functionality had been shared at the previous ATC meeting and she inquired whether those who were interested in testing the feature have already received access. Elise Fenn shared that she has access to the tool, and it has been very helpful. Other ATC faculty (Cheryl Van Buskirk, Brad Jackson and Kaitlin Bahr) also requested access.

Canvas Quiz tool - Joel Krantz inquired about the Canvas quiz tool and new enhancements. Hilary Baker shared that Allan Chen will provide an update at the next committee meeting.

- 7. **Roundtable** – Chris Sales stated that many students are encouraged by faculty to purchase the latest edition of textbooks and he proposes that the ATC committee could focus a resolution on instructional materials and the Oviatt Library’s resources. In addition, the ATC could consider adding accessibility to the resolution to include its importance, provide input on support and services available to faculty such as captioning videos. Joel Krantz inquired on the possibility of establishing a mandatory training that focuses on the Accessible Technology Initiative, similar to other campus trainings. Hilary Baker stated that the topic is under discussion systemwide and it is very likely to occur. Kaitlin Bahr stated that it is also very important for all Faculty Chairs to learn about CSUN academic technology resources and encourage faculty to use them, including accessibility tools

Chris Sales added that he will begin to draft a resolution that could be reviewed with the committee in the next few months, before bringing forward to Faculty Senate.

- 8. **Policy** – None.

- 9. **New Business** – None.

Meeting adjourned at 3:04 p.m.