

**Academic Technology Committee**

MINUTES OF MEETING: 12/6/19

APPROVED BY COMMITTEE: 2/7/20

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

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

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

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

*ATC Members Present:* Chris Sales (Chair) Kaitlin Bahr; Mauro Carassai; Elise Fenn; Norm Herr; Brad Jackson; Joel Krantz; Nicole Shibata; Cheryl Van Buskirk; Hrithik Das; *Excused:* *Absent:* Eric Hu; Teresa Williams-Leon; Jose Morales; *Executive Secretary:* Hilary Baker; *Permanent Guest:* Allan Chen; *Recording Secretary:* Yolanda Avila; *Guests:* Ryan Conlogue; Helen Heinrich; Ranjit Philip; Oviatt Library Representatives: Liz Cheney (Reference Librarian); Lindsay Brown (Music and Media Librarian); Yi Ding (Online Instructional Design Librarian).

1. **Announcements** – Chris Sales mentioned that he had scheduled a time certain of 1:15 pm for representatives from the campus’ Affordable Learning Solutions (ALS) team regarding course affordability.
2. **Previous Action Items** – None
3. **Approval of Minutes** – minutes from November 1, 2019 were approved.
4. **Chair’s Report** – Chris Sales missed the Faculty Senate Committee meeting and Jerry Schutte agreed to provide the report: 1. Colin Donahue and CSUN Police Chief Greg Murphy announced plans for a new security system. This new technology can detect gunshots and deliver information within 3 seconds of its location for quicker police response; 2. The motion to change graduate status for MA students passed. Graduate students can now change from thesis to exam. 3. The Quantitative Reasoning resolution was passed.

Jerry Schutte also reported on his recent statewide senate meeting: a. Tim White’s retirement and search process was discussed. There will be two search committees: one actual search committee plus an advisory committee represented by students, faculty and one CSU president. All interviews will be live streamed. More information is forthcoming to all campuses; b. the 2020-21 CSU budget was discussed. Possible allocations were discussed and requested \$105 million for graduate student enrollment increase and \$138 million for salary increases, where 2% SI was suggested. CFA plans to rally for 3%, with 50% of monies going for general increases and 50% to hire new tenure track faculty; c. the first reading of a proposed bill to require 3 units of Ethnic Studies for all CSU campuses was approved and Ethnic Studies will review learning outcomes.

5. **Discussion Topic: Course Affordability** (<http://www.csun.edu/sites/default/files/ALS-resolution.pdf>) Members of the Affordable Learning Solutions (ALS) team (the campus working group of the state-wide ALS initiative) Liz Cheney, Lindsay Hansen Brown and Yi Ding attended the ATC meeting to provide insight on how the Library can help with course affordability. The ALS committee assists faculty to provide quality low or no cost content for their courses. Cheryl Van Buskirk had emailed the committee requesting some information and data to include in an affordability accessibility proposal. Yi Ding

explained that right now there's a "low cost" or "no cost" icon on the portal that faculty can assign to each course. The low-cost threshold is \$50. Although it is state mandated that all courses with zero cost course materials have to be identified as no cost, it is challenging to get faculty to respond accordingly. There is a form that faculty fill out with all pertinent information about their class and they can click on low or no cost. Faculty are often concerned that if they identify their course as high cost that students will not want to take this course.

Chris Sales asked what is the possibility and/or cost to add another icon on the form (and portal) which identifies the course as "high cost". Cheryl Van Buskirk asked if it's possible to communicate to faculty that they cannot charge more than \$100 (for example) and if so, could this be required of faculty, and who would enforce this? Elise Fenn suggested that having a cohesive and clear designation on the class gives students the power to better navigate and make course choices. Yi Ding commented that the Student Administrative Systems Committee (SASC), a university technology governance committee, would probably be the group that would need to evaluate and vote on this proposed new cost threshold icon. Chris Sales agreed to work with Cheryl Van Buskirk with verbiage for this proposal to propose for the spring faculty senate meetings.

ATC student representative, Hrithik Das, asked how departments decide on their course design and materials and questioned whether adding the label of low/no/high cost would really be effective. Kaitlin Bahr said that departments have different policies for course material design. Yi Ding offered the library's services to help with verbiage and noted that perhaps the Campus Store could also assist. She recommended that the proposal should also include software requirements for the class as well.

Lindsay Brown suggested that the proposal should indicate how affordability of course material impacts student success. Hilary Baker asked whether the Library AL\$ team could include infographics showing data from their previous studies showing how many students purchase books and how it impacts their academics. Cheryl Van Buskirk emphasized the importance of this proposal to assign the new "high cost" icon and then communicate about it with faculty.

6. **VP/CIO's Report** – Hilary Baker reminded the committee that usually at the last ATC meeting they discuss what's coming for next semester. A one-page summary of Fall 2019 and upcoming Spring 2020 projects was distributed to ATC. Hilary Baker summarized the handout (<https://www.csun.edu/sites/default/files/atc-fac-tech-impact-120619.pdf>) for **Fall 2019**.
  - i. **Academic Technology Newsletter to Faculty** - Hilary announced that an academic tech newsletter to faculty is forthcoming. Allan Chen will attend the faculty retreat in January to give more information.
  - ii. **File share U-drive** -myCSUNbox will replace U-drive. Ranjit Philip will send final email to all campus students, faculty, and staff reminding them to save their data.
  - iii. **Qualtrics** – the survey tool is now available for use by faculty, staff and students. This tool can be accessed via single sign on with one's CSUN User ID and password. IT will be sharing "how-to" videos soon. For more information and to log in, <http://www.csun.edu/it/qualtrics>.
  - iv. **Campus Network Upgrades** – network switch/upgrades will continue thru spring semester (probably thru March 2020). Hilary Baker asked the committee how was the network switch upgrade for their departments. Most members said they hadn't noticed anything or that it had gone smoothly in their building.

Allan Chen provided a brief update on the following topics:

- i. **Open Classroom Computer Upgrade** - IT will be upgrading faculty computers/podiums (mostly PCs) in all open classrooms during winter break and the remainder during spring break when there are no classes.
- ii. **Canvas Ally** – Ally is a new service that will indicate course material accessibility and it will be available in spring semester: <https://www.csun.edu/universal-design-center/ally>. Hilary Baker reminded the committee members that they could serve as spokespersons to help spread the word about Ally to faculty, by perhaps sharing at their faculty department meetings. Allan Chen and the Academic Technology team are available to help if needed.
- iii. **Canvas Insights** – Allan Chen reminded the committee that Canvas Insights was the software presented at the previous ATC meeting by Whitney Scott. This program allows faculty to communicate with a certain population of students and it includes templates for faculty to provide positive feedback and/or update students about where they are academically. More information will be forthcoming in the spring semester.

Hilary Baker also informed the committee of the following: a. the **Instructional Disclosure Form** will now be on-line and faculty can access it through the portal; b. the **Majordomo** listserv tool will be replaced with a Microsoft Office 365 listserv solution. Ranjit, Allan and Ryan could discuss this further at an upcoming ATC meeting to discuss further and demonstrate how it works. c. **Phishing** continues to increase in volume and so an email will be sent to students on Monday with further information to help prevent them fall prey to these scams.

**7. Roundtable – None**

**8. Policy - None**

**9. New Business –**

Chris Sales thanked Hilary Baker for many years of service, thoroughness and attention to detail in support of the ATC committee. She will retire in December 2019 after many years of service to the University and this ATC committee.

Jerry Schutte shared that he recently attended the Committee on Academic Technology and Online Education (CATOE) meeting in Long Beach. He shared that there is a pilot project with three CSU campuses; San Jose, Fullerton and CSUN. The committee will be sending out a questionnaire to all faculty at these three campuses to acquire information of best practice for on-line education. There will be an update and more information in the next 6-9 months.

Jerry Schutte also thanked Hilary Baker for her many years of service.

Meeting adjourned at 2:45 PM.