

**Academic Technology Committee**

MINUTES OF MEETING: 2.7.20

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

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

APPROVED BY COMMITTEE: \_\_\_\_\_

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

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

*ATC Members Present:* Chris Sales (Chair); Kaitlin Bahr; Mauro Carassai; Norm Herr; Brad Jackson; Joel Krantz; Nicole Shibata; Cheryl Van Buskirk; *Excused:* Elise Fenn; *Absent:* Hrithik Das, Eric Hu; Teresa Williams-Leon; Jose Morales; Carlos Orozco; *Permanent Guest:* Allan Chen; *Executive Secretary:* Ranjit Philip; *Recording Secretary:* Yolanda Avila; *Guests:* Provost Mary Beth Walker, Ryan Conlogue; Helen Heinrich; Takiya Moore; Paul Schantz.

**1. Announcements**

- a. Provost Mary Beth Walker will join meeting to discuss research infrastructure and capabilities. Time certain at 1:30 PM.
- b. Welcome Ranjit Philip as Executive Secretary to ATC.
- c. Chris Sales asked whether there were any reservations to have ATC meetings recorded for the sole purpose of helping the recording secretary with preparing meeting notes after which the recording would be deleted. The committee had no reservations.

**2. Previous Action Items – None.**

**3. Approval of Minutes – The minutes from December 6, 2019 were approved without amendments.**

**4. Chair’s Report**

- a. Chris Sales continued the conversation on course affordability and cost labels. A handout “High Cost Course Materials Resolution – V 2 DRAFT” was circulated. Cheryl Van Buskirk summarized the document and highlighted that the new resolution is being pursued for the purpose of clarity and transparency of course costs for students. The resolution would propose a new designation be introduced for high cost materials over \$100 and an adoption of a default of \$100 course material limit. This \$100 threshold would also provide a strong negotiating tool with publishers. It would be important to communicate that this is not intended to impede on academic freedom, but help improve the campus’ efforts with AL\$ resources and student success. Both the Affordable Learning Solutions team and Associated Students representatives are in support of this high cost designation. Chris asked committee to provide feedback on the document and/or any concerns. Kaitlin Bahr wanted to know as to how the process would work to get this in place. **Chris Sales will double check with AVP Elizabeth Adams and report back.** Ranjit Philip explained that currently there are two cost designations reflected via the myNorthridgePortal, Zero Cost and Low Cost.

**5. Discussion Topics**

- b. Research Infrastructure and Capabilities - Provost Mary Beth Walker joined the meeting to discuss research infrastructure at CSUN. The Provost shared that when she arrived on campus last summer, amongst other things, she was interested to understand CSUN’s research projects and infrastructure posture, to help better inform decision making towards prudent steps that

could be taken to build on current capabilities and improve institutional capabilities to support research. To further this, Provost Walker will be meeting with various relevant campus groups and committees towards doing a comprehensive review of research infrastructure capabilities towards improvements that could be made to better serve the research needs of CSUN's students & faculty, as well as help with faculty recruitment and retention. Provost Walker shared how there's a lot of interesting research work going on throughout the University. It will be important to look at what tools already exist and expand on high quality research and creative activity that better serves CSUN's students, as well as attract and retain more faculty. Cheryl Van Buskirk recommended that perhaps the committee can also look at bridge funding that can help with active grants, for example the high cost to publish in top journals. Bridge funding can be used for this or other uncovered costs. Chris Sales also suggested that "intellectual property rights" may also have to be reviewed and perhaps departments can provide funding that can serve as bridge funds.

**6. VP/CIO's Report** – Ranjit Philip and Allan Chen highlighted the completed and upcoming technology projects.

- a. The Campus Network Switch upgrade is about 65% done, the rest will be completed by March 2020.
- b. The Open Classroom computer upgrade in 215 classrooms is completed. Pursuant to this upgrade noticeable improvements with computer startup response times have already been noted.
- c. The Instructional Employment Disclosure Form used by faculty, previously a paper-based form and process, is now available via an electronic workflow through an eProcess+ initiative project.
- d. A new email listserve solution to replace the campus' Majordomo listserv solution is being evaluated.
- e. Multi-Factor Authentication (MFA), an additional layer of security that helps reduce the risk associated with unauthorized access to one's CSUN account is being implemented across CSUN's applications through Spring and Summer 2020. Employees who use Level 1 data will be required to use MFA for all applications. <https://www.csun.edu/it/duo>.
- f. With regards to Canvas Ally, Allan Chen reminded all that the Universal Design Center is available for training and can also come to faculty meetings to explain/train further.
- g. Canvas Gradebook was upgraded in January 2020. There is related training and demos available for faculty. Additionally, any questions can be directed to the Faculty Technology Center.
- h. In response to a query from Joel Krantz regarding classroom technology support, Ryan Conlogue shared that Classroom Support is staffed Monday-Thursday 8AM- 8PM, Fridays 8AM- 5PM, Saturdays 12PM – 4:30PM and Sundays 12PM-5PM. This team can be reached at x1500 and can be called upon to resolve technology issues experienced in classrooms. When they dial that extension, the tech support team will try to provide a solution over the phone, but if not fixed, they will either contact the local department technician. If they are not available a Classroom Support team member would be dispatched immediately.

**7. Roundtable – None**

**8. Policy - None**

**9. Discussion Topics**

- I. Paul Schantz, Director of Web & Technology Services in the Division of Student Affairs shared information on the 2020 Cal State Tech Conference. The conference will take place in Sacramento, from July 28-30, 2020. The theme this year is “Building The Future” where new and leading technologies will be introduced and discussed. He encouraged all who would be interested in presenting to submit their presentation proposals, due by 02/14/20. Registration for conference attendance is scheduled to begin in March 2020. Conference related information is available at <https://calstate.eventsair.com/cal-state-tech-conference-2020/>.
- II. Chris Sales thanked Nicole Shibata for all her work with the library team on the course affordability draft. **He will take the draft to the Executive Committee and will report back.** Student representative Hrithik Das can no longer serve in the committee, which is common when students get so busy with student work. **Chris will speak to Associated Students to seek new student representation** on the committee.

**10. New Business - None**

Meeting adjourned at 2:24PM.