<u>**Academic Technology Committee**</u>

MINUTES OF MEETING: __3.6.20___   APPROVED BY COMMITTEE: _____
Submitted Exec. Committee: _____   Approved by Exec. Committee: _____
Submitted Academic Senate: _____   Approved by Academic Senate: _____

ATC Members Present: Chris Sales (Chair); Kaitlin Bahr; Mauro Carassai; Erik Hu; Norm Herr; Brad Jackson; Joel Krantz; Nicole Shibata; Cheryl Van Buskirk; *Excused:* Elise Fenn*; Absent:* Teresa Williams-Leon; Jose Morales; Carlos Orozco; *Permanent Guest:* Allan Chen; *Executive Secretary:* Ranjit Philip; *Recording Secretary*: Yolanda Avila; *Guests:* Ryan Conlogue; Helen Heinrich; Jerry Schutte; *The University Corporation Reps*: Rick Evans; Amy Berger; Sue Duits; Heather Cairns; Library Reps: Yi Ding (On-Line Instruction Coordinator) and Elizabeth Cheney (Reference and Instruction Librarian).

1. **Announcements**
   a. Van Buskirk asked about capabilities the University has in place in case there is a transition to virtual learning due to the COVID-19 pandemic. Chen shared of the ongoing effort by IT to publish information and resources that would be useful for faculty and students to Keep Teaching and Keep Learning should a transition be made to virtual learning. Separately, 14 classroom spaces with Lecture Capture capabilities could be reserved for use, if needed.

2. **Previous Action Items -** None.

3. **Approval of Minutes –** The minutes from February 7, 2020 were approved without amendments.

4. **Chair's Report**
   a. Faculty Senate Update: Sales shared that the majority of the discussion was related to the CSUN Ethnic Studies Council. The council discussed the legislature bill on ethnic studies requirements for undergraduates. The council is requesting consultation with faculty to get support for this requirement. There was much discussion about finding a common definition of service learning and community-based learning. These are designations for classes that have outward implications.
   b. Advisory Committee on Academic Technology update –There was discussion of a plan for an IT divisional assessment led by the CSU Chancellor's Office CIO. Another agenda item covered teaching spaces and how classrooms can be updated technologically, especially as plans are being made for the classroom spaces in the planned new Sierra Annex building. The Provost shared of her interest 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 attracts and retains more faculty. Any input the committee can give Sales and Philip will be helpful to put together a deliverable.

c. Senate Executive Committee update – Guests from the Oviatt Library and Campus Store were there to discuss high cost course material resolution - low/no cost pricing points for textbooks. Van Buskirk and Sales met with Elizabeth Adams. Adams suggested they meet with EPC. Elizabeth is arranging for Cheryl and Chris to attend Education Policies Committee (EPC). It's important to note that the intent of this effort is for transparency and not to obligate faculty to do a self-report sheet since it is voluntary. This discussion still in progress.

5. **Discussion Topics**

MyCSUNDigitalAccess program - The University Corporation (TUC) and Follett guests Rick Evans, Heather Cairns, Amy Berger and Sue Duits gave a PowerPoint presentation regarding Follett's Access program also known as MyCSUNDigitalAccess. This program helps students, especially underserved students, with digital access to course materials.

Duits shared that the steady increase in tuition and the pressures associated with higher education contribute to the challenges with student preparedness and academic outcomes. She detailed statistics that reflect how this program will help with access, affordability and great student outcomes. Follett Access is a program focused around improving student learning, course material and reducing textbook costs. The plan right now is to give free access to students through the 3rd week of the semester. Students can opt out if they do not desire to participate. If they continue, they will be charged through their student account. Printed books and Book rentals will still be available when digital content is not. This program aims to help with student learning outcomes, provide freedom to faculty and ultimately improve grades, retention and graduation rates. Krantz asked how long will students have access to the digital books once they pay. Duits said it would depend and vary by publishers. Evans said this could be made available to the entire freshman cohort class and it's supported by the Chancellor's Office. The program is already in place on 14 CSU campuses.

Berger shared that the digital access program was launched at CSUN this Spring 2020 semester with 33 courses, 92 sections in 16 disciplines. She went through the stats of students enrolled (6,638), percentage of students who opted out (10.6%). Given digital access was available right away, faculty were able to start teaching from day one. They conducted a survey and found that 80% of students accessed materials before and during 1st day of school; 68% were able to access materials sooner; 63% were allowed to be more engaged; and 79% rated MyCSUNDigitalAccess as a program of "moderate" or "great" value. The focus at CSUN has been primarily on upper division courses, but in the Fall 2020 semester we should consider incorporating lower division courses as well, and focus on the highest DFU rate courses (courses with grades of "D", "F", "IC", "NC" and "WU"). Bahr asked if future surveys will look at student equity gaps. Berger added that they will continue to survey faculty and students to collect data which will include student demographics, different university levels and semester-to-semester data. Follett wants to support CSUN's goals with the 2025 Graduation Initiative and focus areas of retention and performance.

Sales reminded the committee that this will have to be considered for the volunteer designation form since thresholds have been set and AL$ threshold allotments should match with Follett's Access program since they will be designating cost thresholds too. $0 (no cost); $1-$50 (low cost); and $100 or higher (high cost).

a. Oviatt Library representatives Yi Ding (On-Line Instruction Coordinator) and Elizabeth Cheney (Reference and Instruction Librarian) joined the meeting to discuss course affordability restructure. Ding shared that thought is being given to possible positive incentives to promote faculty adoption of the designation form. For instance, give an award to the top 3 departments with the highest percentage of adoptions, for example give $5000 to the department to use as they wish (CSU Bakersfield already does this). Ding provided a link for the AL$ 2019-2020 department award - https://libguides.csun.edu/affordable-learning-solutions/als-awards. Another incentive possibility is lottery drawings (i.e. $100 gift card) for individual faculty who submit the form. Van Buskirk suggested perhaps CSUN swag be offered as an incentive as well. Sales recommended that incentives help faculty to want to participate and suggested other things such as: maybe let them go to Bookstore and choose favorite books. Ding asked the committee for other ideas that can encourage faculty to fill out the form. There was much discussion about how to get faculty to fill out this form if they are not going through the Bookstore to order books. Sales reminded the committee that though a "volunteer" form, it still needs to go through proper channels for approval, therefore he and Van Buskirk will take it for discussion to EPC as a next step.   Sales thanked the Ding and Cheney for their work and joining the meeting.

6. **VP/CIO's Report –** As it relates to the campus' Multi-Factor Authentication (MFA) implementation plans, Philip shared with the committee that the initial focus is on employees who are Level 1 Confidential Data users. Notifications have been sent to departments to ensure Level 1 Confidential Data user lists in their respective areas are up-to-date. As the MFA roll out continues, there will be different campus software applications integrated with MFA and as users enroll, they will be prompted for the second factor of authentication with every application that is integrated with MFA. Conlogue presented on what MFA is, how one enrolls and how it works. For additional information, please visit https://www.csun.edu/it/duo.

7. **Roundtable – None**

8. **Policy - None**

9. **Discussion Topics - None**.

10. **New Business - None**

Meeting adjourned at 3:15 PM.