



Academic Technology Committee

MINUTES OF MEETING: 05/01/2020

Submitted Exec. Committee: _____

Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 9/11/2020

Approved by Exec. Committee: _____

Approved by Academic Senate: _____

ATC Members Present: Chris Sales (Chair); Carina Alvarado Alcala, Mauro Carassai, Kaitlin Bahr, Elise Fenn, Tomo Hattori, Eric Hu, Brad Jackson, Joel Krantz, Nicole Shibata, Cheryl Van Buskirk; *Absent* Teresa Williams- Leon; *Excused:* Norm Herr; *Permanent Guest:* Allan Chen; *Executive Secretary:* Ron Philip; *Recording Secretary:* Celene Valenzuela; *Guests:* Ryan Conlogue, Yi Ding, Takiya Moore, Paul Schantz.

1. Announcements

- a. **Additional Coronavirus Aid, Relief, and Economic Security (CARES) Act; Student Funding Information** – Ron Philip shared that a communication providing an update on the Coronavirus Aid, Relief, and Economic Security (CARES) Act was sent to the Campus community by President Harrison. The email discussed student funding eligibility and the application process.

2. Approval of Minutes – The minutes from the April 3, 2020 meeting were approved.

3. Previous Action Items – None.

4. Chair Report

- a. **Educational Resources Committee (ERC) Update** – Chris Sales stated that at the April ERC meeting there was discussion on course affordability and the modification of high cost materials.
- b. **Faculty Senate Meeting Update** – Chris Sales shared that at the April 30, 2019 Faculty Senate meeting, held virtually through Zoom, there was a discussion on funding. Approximately \$44 million has been earmarked for the University. Approximately \$22 million of which offers financial assistance to eligible students and the other half to help mitigate the COVID-19 related financial impact on the institution. Chris Sales added that there are approximately 33,000 students who are eligible to apply for the CARES Act funding and students must apply before the May 15, 2020 priority deadline. Deferred Action for Childhood Arrivals (DACA) and international students are not eligible. Ron Philip stated that students who do not qualify for funding, are enrolled in the spring 2020 semester and are in good academic standing, can apply for financial assistance through the [MataCare Emergency Grant](#). Chris Sales added that there several ways to help the student community, including donating to the [CSUN Food Pantry](#), [MataCare](#) fund, and [Dreamers Scholarships](#).

Chris Sales shared that at the Faculty Senate meeting there was additional discussion on the May revise budget and the planning of different University teaching scenarios. The fall semester may have a combination of face-to-face and online or hybrid courses. President Harrison shared at the Faculty Senate meeting that the University cannot ask students, faculty, and staff to return to campus in the summer, given the health and safety guidelines.

Cheryl Van Buskirk inquired on whether part-time faculty will be let go. Chris Sales stated it is too soon to know the impact of the budget and the number of students who will register for the Fall

2020 semester. Joel Krantz shared that faculty can contact the campus California Faculty Association to inquire about teaching contracts.

Chris Sales added that at the Faculty Senate meeting there was an update provided related to the discussion on new enrollment numbers for the fall semester. So far, there has been a 5-20% reduction in enrollment by first-time freshman, first-time transfer students are enrolling at a higher percentage than usual and approximately 90% of continuing students have indicated that they will be re-enrolling for the Fall 2020 semester. There was also a discussion on impaction changes. Also, due to the current health situation, Admissions and Records has added a third-grade basis option for the Spring 2020 semester. Previously, students had the option of a letter grade (A to F) or credit no credit (CR/NC) which neither helps nor harms their GPA. The additional grade option for the Spring 2020 semester is a hybrid grade option called ABC/No Credit.

- c. **Advisory Committee on Academic Technology (ACAT) Update** – Ron Philip shared that at the ACAT meeting there was a discussion on Zoom security and proctoring. In addition, there was a discussion by Provost Walker on the current planning for different scenarios for the Fall 2020 semester. A taskforce has been commissioned for this scenario planning. The CSUN Academic Affairs Fall Planning Task Force, led by Faculty Senate President Michael Neubauer, is charged with planning several possible contingencies for the Fall 2020 semester and will be considering the campus facilities, classroom spaces, and enrollment numbers in their scenario planning. The goal remains getting students back on campus as soon as it is safe. Recognizing the statewide criteria and local Public Health guidelines, it is likely that the transition back will require many difficult choices. The Academic Affairs Task Force will be instrumental in helping the campus through this period.

Kaitlin Bahr inquired on the topic of equity when asking students to have a webcam on their devices and reliable internet to complete course criteria. Some students may not have the means. Ron Philip shared that laptops, hotspots, and webcams are available to students for loan at the Campus Store. Students can request a device by completing a Device Loaner Request Form, located in the myNorthridge portal. Additional information is available on the [Device Loaner Program](#) webpage.

5. VP/CIO's Report

- a. **IT Survey** – Ron Philip shared that the CSUN 2020 Information Technology Survey was sent via email to faculty, staff, and students. There has been a high number of responses. It's very encouraging to get positive feedback to improve and identify immediate and long-term technology needs and services. Tomo Hattori inquired on whether the CSUN Information Technology Survey results can be found on the CSUN Counts dashboards. Ron Philip shared that the survey results are shared in an aggregate fashion, and results from previous years can be accessed by the campus community on the [IT Survey webpage](#).
- b. **Cisco Jabber** – (<https://www.csun.edu/it/jabber>) Ron Philip shared that employees who have a Cisco IP Phone in their office and would like to make or receive calls from their office number while working remotely, can now do so using Jabber. Jabber provides a software phone replacement of one's physical office phone. With Jabber on a PC or Mac computer, Android or iPhone mobile device, a user can make and receive calls as if in the office. To make this request, faculty and staff are asked to complete an online [Jabber Request Form](#). A user will need to download Jabber onto their computers or mobile device.

- c. **Zoom Security** – Allan Chen encouraged faculty to visit the CSUN Zoom security webpage at <https://www.csun.edu/it/how-keep-your-zoom-sessions-secure> to obtain information on the importance of Zoom security and best practices. Chris Sales shared that Zoom bombings occurred during the April Faculty Senate meeting. Allan Chen stated meetings that have a large number of attendees and/or are open to the public are more susceptible to this kind of activity. Faculty can contact Academic Technology for guidance on arranging for such Zoom meetings.
- d. **Training Opportunities** - Allan Chen shared that the Faculty Technology Center offers many workshops including how to transition to a completely online Canvas course, Lecture Capture, and many more. He invited faculty to visit the Faculty Technology Center workshop calendar at <https://www.csun.edu/it/workshop-calendar>.

Allan Chen added that the Chancellors Office is offering important and relevant training focused on online teaching. Mauro Carassai inquired of the possibility of being given a certification for online teaching after attending these types of training, given the current health circumstances. Takiya Moore added that in commitment to quality, this summer the CSU is offering multiple services and resources to faculty to provide greater access to educational and professional development opportunities in quality online teaching and learning. Information on CSU Quality Assurance Training/Certification Opportunities can be found online at <http://courseredesign.csuprojects.org/wp/qualityassurance/training/>.

6. Discussion Topics

- a. **Submittable Demo** – Joel Krantz conducted a demo of [Submittable](#), a paid subscription online system used by the Department of Cinema and Television Arts (CTVA). The subscription cost to the CTVA is \$1,200. The CTVA has used the online system for six years to collect and store film portfolios of student applicants. Cheryl Van Buskirk inquired as to whether there is functionality to separate faculty feedback for individual applicants. Joel Krantz shared that multiple faculty reviewers can be assigned to applicants. Tomo Hattori inquired on whether this platform is interfaced with Canvas and Portfolium. Joel Krantz stated that, the Submittable system is not however it does have the capability.
- b. **Fall 2020 Scenario Planning – Lessons Learned, Considerations, Ideas** – Ron Philip asked for input from faculty on lessons learned, considerations, and ideas for the Fall 2020 Semester with consideration of current budget realities.

Joel Krantz shared that Zoom has been very helpful, including for international students who access his recorded lectures at different times. Joel Krantz added that at times internet access and connectivity have been an issue for some students. Ron Philip shared that several providers are offering free months of service for customers. Information can be found online at <https://www.csun.edu/it/internet-connectivity-users-who-do-not-have-it>. Cheryl Van Buskirk shared that the chat feature in Zoom has allowed for shy students to be more engaged in class.

Cheryl Van Buskirk stated that several students have mentioned during virtual classes that they miss being on campus and having the on-campus experience. Ron Philip inquired on the scenario of having some classes on-campus and others online. How feasible would that be in the committee members' particular Colleges? Kaitlin Bahr stated that faculty in her College have expressed concern as they do not know exactly what an on-line/on-campus course would look like. In addition, there is concern that the University will start the semester in one format (online) and end the semester in a different format (on-campus).

Brad Jackson stated that his concern for the online teaching scenario is the easy access to cheating on exams. Kaitlin Bahr shared that students are held to a high standard for graduating and cheating is difficult to trace. To decrease the possibility of cheating, several faculty in her College have eliminated multiple-choice questions and instead, have added more open-ended questions on online timed exams.

- c. **Course Affordability Update** – Cheryl Van Buskirk provided an updated on the CSUN [\(Affordable Learning Solutions\) AL\\$](#) initiative. The AL\$ initiative promotes the use of low- or no-cost course materials to reduce the financial burden on students. Cheryl Van Buskirk stated that per Senate Bill No. 1359 [\(SB1359\)](#), the reporting of textbook costs is collected to allow students to make informed decisions when searching for a course.

Cheryl Van Buskirk shared that a course materials report form is sent to CSUN Colleges each semester. The information collected allows the University to identify zero-cost (\$0) and low-cost (under \$50) course materials. A new course materials report form includes two additional options that faculty can select from; mid-cost (\$50-\$150) and high cost (over \$150). Yi Ding added that the new course materials report form will be shared with faculty via email on May 18, 2020, after finals week, with a priority deadline of May 31, 2020. The form can be completed online at <https://libguides.csun.edu/affordable-learning-solutions/textbook-report>. The May 31, 2020 deadline will allow students who register to view the cost of course materials. Yi Ding noted that a number of Colleges have not finalized their course lists and it's understandable that they will not be able to meet the deadline. In addition, the [Campus Store](#) is a good resource for faculty and can provide alternatives and suggest low course materials.

Yi Ding shared that there will be a lottery of all faculty who submit their course materials information regardless of the course materials cost. In addition, there will be an award presented at the end of the spring semester to the College with the highest number of zero-cost materials for the 2019-2020 Academic Year. Yi Ding asked the Committee to share the information with their Colleges. Additional information about the form and award can be found online at <http://libguides.csun.edu/affordable-learning-solutions/als-award>.

- d. **ATC Chair Election** – Chris Sales was the sole candidate nominated to the ATC Chair role for the 2020-2021 Academic Year. The committee unanimously voted Chris Sales to serve as the ATC Chair.

7. **Roundtable** – none.

8. **Policy** – none.

9. **New Business** – none.

Meeting adjourned at 3:15 p.m.