



**Academic Technology Committee**

MINUTES OF MEETING: 2/5/2021

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

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

APPROVED BY COMMITTEE: 3/5/2021

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

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

*ATC Members Present:* Chris Sales (Chair), Mauro Carassai, Elise Fenn, Ovande Furtado, Tomo Hattori, Eric Hu, Brad Jackson, Joel Krantz, Nicole Shibata, Cheryl Van Buskirk, Jenn Wolfe; *Excused:* none; *Absent:* Isabella O'Brien, Kavya Dhyasani; *Permanent Guest:* Helen Heinrich; *Executive Secretary:* Ron Philip; *Recording Secretary:* Celene Valenzuela; *Guests:* Ryan Conlogue, Takiya Moore, Paul Schantz

**1. Announcements**

- a. **University Student Union (USU) Free Printing Gift Cards** – Paul Schantz shared that the USU Computer Lab has secured a private-public partnership with Office Depot towards supporting CSUN students while the campus remains primarily virtual this semester. Students can use these USU Free Printing Gift Cards for free printing at their local Office Depot at nationwide Office Depot locations. The \$5 gift card will allow students to print up to 50 pages. For more information in this regard, please visit <https://www.csun.edu/usu/computer-lab/free-printing-gift-cards>.

**2. Previous Action Items**

- a. **Questions for General Counsel Regarding Commercial E-Learning Websites** – In previous discussion three questions were posed for General Counsel guidance regarding commercial e-learning websites. These included:
  - If faculty are the copyright owners of their course materials, can they legally sell their course materials to commercial e-learning sites?
  - Similarly, can students legally sell their coursework to commercial e-learning sites?
  - What support can General Counsel provide to assist faculty in pursuing cease and desist actions against commercial e-learning sites that sell faculty course materials in violation of faculty copyright?

Additional information and guidance are being sought on the first question. With regards to the second, Title 5, Sec. 41301 (14) makes it a violation of the Student Conduct Code for students to sell their coursework to commercial e-learning sites (inclusive of papers, essays, exams, class notes, etc.), and subjects students who do so to discipline, including expulsion. As to the third question, faculty who wish to enforce their intellectual property rights against commercial e-learning sites would have to retain their own private legal representation at their own cost.

- 3. **Approval of Minutes** – The minutes from the December 4, 2020 meeting were approved.

#### 4. Chair's Report

- a. **Faculty Senate Update** – Chris Sales shared that the Faculty Retreat was held virtually on January 14<sup>th</sup> and January 15<sup>th</sup>.
- b. **Advisory Committee on Academic Technology (ACAT) Update** – Ron Philip shared that the discussion at the January 29<sup>th</sup> ACAT meeting was centered around new Academic Technology communication outlets, utilization numbers related to software procured this academic year with the CARES Act funding, Duo Multi-Factor Authentication adoption planning and the Fall 2021 planning. Ron Philip referred the group to an [online resource](#) which enumerates technology services available for faculty, staff and students including [new technology services](#) invested in, this academic year.

#### 5. VP/CIO's Report

- a. **New Academic Technology Communication Outlets** – Helen Heinrich shared about the new Academic Technology communication outlets, including a new [Academic Technology Newsletter](#), which faculty can [subscribe](#) to, to receive event announcements, practical tips on the effective use of technology, information on training opportunities and much more. These news and resources from Academic Technology will be geared to helping faculty leverage the use of technology in the classroom. Helen Heinrich also invited faculty to follow Academic Technology on [Twitter](#) and [Instagram](#) and to share information regarding these information outlets with their colleagues.

#### Department/College Roundtable

#### 6. Discussion Topics

- a. **Spring 2021 Teaching & Learning – How is it going?** – Helen Heinrich provided an update on a new feature in Canvas Insights that allows faculty to quickly identify students who have not logged into Canvas for a certain period of time, and send out personalized messages that serve as an early alert to those students. Faculty are able to utilize editable email templates offering students helpful information on resources available to them towards helping them succeed. In addition, Helen shared of a recent feature update in Zoom allowing participants to raise their hand from Reactions button on the ribbon at the bottom of a Zoom session window. With this update, the Zoom tile corresponding to those who have a question and have raised their hand are moved up to the top left of the Zoom screen. This feature update presents problems to those participants who have pinned a Zoom tile, e.g., of an ASL interpreter etc. CSUN has reported this to Zoom.
- b. **Landing Spaces: Multi-use** – Paul Schantz presented on the student landing spaces proposal discussed by the CSUN as ONE Technology Working Group and asked the Academic Technology Committee (ATC) members for their input.

Chris Sales stated that the conversation of landing spaces adds to ATC's conversation of the importance of flexible teaching and learning spaces at CSUN. Committee feedback reflected the presence of maintained spaces on campus that already exist such as in the Michael D. Eisner College of Education, Chaparral Hall, Sierra Hall, the University Library, and some outdoor areas including those with solar powered charging stations, that allow students to work in groups, or have quiet study, access campus Wi-Fi, power outlets and other amenities.

However, the spaces are not all uniform in capability and are not widely known. The idea of inventorying these spaces across the CSUN footprint and improving them, as appropriate, for students would be beneficial. There is a high demand for landing spaces in the University Library. In addition to the Learning Commons, the CSUN University Library has study rooms that are regularly used by students and reservation for these spaces is often full. There was also feedback on considering further outdoor options that allow for improved ventilation and social distancing. The committee shared that it would be useful to create a common icon used across the university that labels such spaces. Ron Philip stated that it would be good to work in collaboration with other departments across the university to obtain a list of current landing spaces and work in collaboration with University Advancement to annotate the spaces on the campus map for easy reference.

- a. **Multi-Factor Authentication Adoption Planning** – Ron Philip shared that since the onset of the pandemic and the shift to online learning, there has been a substantial increase in the number of external threats and attempts to compromise the accounts of students, faculty and staff at universities nationwide, including at CSUN and sister-institutions in the CSU. These increasingly sophisticated and coordinated attacks use scams to steal students' passwords and often attempt to gain access to students' confidential financial information. To further protect students, faculty and staff online, CSUN is enhancing information security by implementing Duo multi factor authentication as part of a system-wide initiative and commitment to employ multi-factor authentication at all CSU institutions. Ron Philip requested the committee for feedback as it pertains to possible questions with the adoption of Multi-Factor Authentication at CSUN, and how the University can do a better job with the communication of the proposal. Committee feedback included the sharing of real-life incidents of why it's important to use Multi-Factor Authentication. Ron Philip stated that in initial planning the goal is to complete enrollment of all staff as soon as possible. All employees who handle confidential data have already enrolled. Students will be the next segment of the population, followed closely by faculty.

7. **Policy** – none.

8. **New Business** – none.

Meeting adjourned at 3:06 p.m.