



Academic Technology Committee

MINUTES OF MEETING: 3/5/2021

Submitted Exec. Committee: _____

Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 4/2/2021

Approved by Exec. Committee: _____

Approved by Academic Senate: _____

ATC Members Present: Chris Sales (Chair), Mauro Carassai, Elise Fenn, Ovande Furtado, Tomo Hattori, Brad Jackson, Joel Krantz, Nicole Shibata, Cheryl Van Buskirk, Jenn Wolfe; *Excused:* Eric Hu; *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, Diane Stephens

1. Announcements – None

2. Previous Action Items

- a. **Questions Regarding Commercial E-Learning Websites** – Ron Philip shared that committee members can refer back to the February 2021 minutes for previously shared information and guidance.

3. Approval of Minutes – The minutes from the February 5, 2021 meeting were approved.

4. Chair’s Report

- a. **Faculty Senate Update** – Chris Sales shared that at the February 18, 2021 Faculty Senate meeting there was discussion on the resolution set forth by the Educational Policies Committee (EPC) regarding voluntarily adding student supportive language to syllabi. The EPC is strongly encouraging faculty to consider adding provided sample language to their syllabi to support student equity, especially during the pandemic, and link to CSUN’s basic needs hub, CSUN with A HEART.
- b. **Advisory Committee on Academic Technology (ACAT) Update** – Ron Philip shared that the discussion at the February 26, 2021 ACAT meeting was focused on Fall 2021 semester planning, the Flexible Learning Technologies Plan and the Annual IT Survey.

5. VP/CIO’s Report

- a. **Device Loaner Program** – Ron Philip shared that based on demand the university has doubled the laptop and hotspot inventory in the Student Device Loaner Program, with the procurement of an additional 1,000 laptops and additional 1,000 hotspots. The program provides technology to students who are without a device such as a computer or internet hotspot so that they may continue their education uninterrupted. Devices can be picked up at the CSUN Campus Store (Bookstore), Monday through Friday, between 10:00 a.m. to 2:00 p.m. Students visiting the campus must complete the COVID-19 screening survey before their arrival. Additional pick-up accommodations, outside the CSUN Campus Store hours of operation, can also be made.

- b. **New Doctoral Fellowship** – Helen Heinrich shared that Academic Technology in collaboration with the Michael D. Eisner College of Education's Doctoral Program in Educational Leadership, and the Research and Sponsored Programs office, has launched the Doctoral Student Academic Technology Equity Fellowship. This fellowship supports doctoral-level research and professional development in topics that include digital equity, identification and promotion of best practices in technology-based education, and solutions toward improved access to technology regardless of ability and socio-economic background. The doctoral fellowship application deadline for the fall semester is April 1, 2021. The fellowship will award \$1,000 to the student(s) for research and coursework activity. The fellow will be expected to participate in staff meetings and consultations in Academic Technology, facilitate a faculty technology workshop, and deliver a scholarly talk to campus constituencies. Awardees may complete their scholarly work over two consecutive terms of the year following selection and disseminate their work in the following term.
- c. **New Zoom Features** – Helen Heinrich shared about Zoom's new feature for live automated captioning. The functionality has been made available campus-wide allowing meeting hosts to enable it on a per meeting basis. Once enabled, this automatically adds text to the bottom of the video with what the host and others are saying.
- d. **IT Survey – Faculty, Staff, and Students** – Helen Heinrich shared that the IT Survey will be sent to faculty, students, and staff at the end of March – beginning of April time frame and will be run for three weeks. Faculty are encouraged to make suggestions and provide input as the planning continues on the types of questions that will be asked. Chris Sales shared that it would be important to maintain continuity on the conversation of the digital gap and how it can be addressed by the University.

Department/College Roundtable

6. Discussion Topics

- a. **Spring 2021 Teaching & Learning – How is it going?** – Chris Sales encouraged the committee to provide their input on how things are going this semester.

Nicole Shibata shared of the many resources and services continued to be offered by the CSUN University Library. In mid-March students, faculty, and staff will be able to borrow library books and media through a new Locker Pickup service, located outside of the Library. The reservation requests are made through OneSearch. Faculty, students, and staff will be sent an email when their item is available for pickup. A numeric code and QR code will also be included in the email which will be used to open lockers. Additionally, the CSUN University Library administration is in the planning phases of partially reopening the University Library to CSUN students for individual study and computer use and adding open hours in a phased approach. This plan will be implemented in the next couple of months and a formal announcement will be made soon.

Questions shared by Cheryl Van Buskirk were brought up for discussion:

- What should the Academic Technology Committee (ATC) members do to further enhance the connection between faculty and the Information Technology division?
- Could ATC make a coordinated effort to work with Department Chairs and Colleges to provide consistency?

- Could the ATC determine ways to encourage faculty to participate in workshops and use templates?
- Could the Academic Technology Newsletter be sent to all faculty?

Committee feedback included possibly standardizing the Canvas Course template introduced in the spring, as well as adding a syllabi template to the Canvas course. This aligns with student feedback gained in survey responses and various committee and workgroup conversations over the past semester. Additionally, introducing technology that allows for real time messaging to faculty could be considered. Elise Fenn shared that the Educational Policies Committee has a CSUN syllabus policy.

- b. Flexible Learning Technology Plan** – Diane Stephens presented on the flexible learning technologies plan - a plan that will include the upgrade of technology infrastructure in just over 180 general purpose classrooms across the campus. This number will not include existing Sierra Hall classrooms that will go offline with the planned opening of the Sierra Annex building in 2023. The plan will also include adding projectors to 70 of the general-purpose classrooms to support flexible learning technologies. As part of the plan, interested faculty will participate in piloting HyFlex (i.e., Hybrid Flexible) instruction for Fall 2021. HyFlex allows courses to be delivered in person and online (synchronously and/or asynchronously) at the same time. There will be 18 selected classrooms equipped with technology infrastructure to support faculty piloting HyFlex in Fall 2021. Over Summer and Fall, the plan will include professional development for pilot faculty and allow for the hiring and training of student employees needed to support faculty in the pilot. An evaluation of the rooms/technology and learning outcomes assessments for pilot rooms and courses will be done in this timeframe to both help inform continuance and/or potential expansion to additional classrooms as well as determine, via the Classroom Technology Committee, if flexible learning technology hardware should be deployed in the new Sierra Annex building classrooms. The 18 pilot classrooms can also be used as regular classrooms for traditional instruction.

Diane Stephens shared that there is extensive literature on the effective use of HyFlex classrooms and that faculty interested in being part of the pilot program are encouraged to contact Faculty Development. Helen Heinrich shared the below resources and information on HyFlex classrooms:

- EdTech Books: Hybrid-Flexible (HyFlex) Course Design. (Full eTextbook)
- The Chronicle of Higher Education: “Our HyFlex Experiment: What Worked and What Hasn’t.”
- HyFlex Webinar Series: Keynote Speaker, Dr. Brian Beatty

7. Policy – none.

8. New Business – none.

Meeting adjourned at 3:05 p.m.