



Academic Technology Committee

MINUTES OF MEETING: 5/7/2021
Submitted Exec. Committee: _____
Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 09/03/21
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; *Absent:* Isabella O'Brien, Kavya Dhyasani; *Permanent Guest:* Helen Heinrich; *Executive Secretary:* Ron Philip; *Recording Secretary:* Celene Valenzuela; *Guests:* Takiya Moore, Paul Schantz

1. Announcements

- a. **Fall Packet for Faculty** – Helen Heinrich shared that the Faculty Technology Center (FTC) will be sharing a fall packet for faculty, similar to the packet that was shared with faculty last fall. The packet will be shared soon with the committee. Members are highly encouraged to share the information with their colleagues across campus.

2. Previous Action Items – None.

3. Approval of Minutes – The minutes from the April 2, 2021 meeting were approved.

4. Chair’s Report

- a. **Faculty Senate Update** – Chris Sales shared that at the April 8, 2021, Faculty Senate meeting there was discussion on the resolution in support of the Asian American community, a presentation by the Education Policies and Graduate Studies Committee, and policy readings by the Personnel, Planning and Review Committee. President Beck shared about her continued listening tour, speaking with part-time and full-time faculty.

There were also conversations that focused on student enrollment, commencement planning, CSUN’s repopulation capacity, classroom space arrangements, and hybrid courses. As the University approaches a Fall semester with an increased in-person on campus population, there will be more spaces outdoors and indoors, including in the University Library that will be equipped for students and the campus community to connect online. There continues to be an ongoing conversation in this regard.

- b. **Advisory Committee on Academic Technology (ACAT) Update** – Ron Philip stated that the discussion at the April 30, 2021, ACAT meeting was focused on Fall 2021 semester planning, the Duo Multi-Factor Authentication rollout, the Student Device Loaner Program, and Panopto recordings. Helen Heinrich shared that recordings would continue to be stored in Panopto for sharing. Faculty will continue to only see videos in Panopto that are made available to other faculty by the creator.

It was inquired whether the HyFlex classrooms will be Lecture Capture equipped. Ron Philip shared that each of the HyFlex classrooms would have lecture capture capability.

It was inquired as to what the campus repopulation plan was going to look like. Ron Philip shared that this is an ongoing conversation, inclusive of potential requirements as it relates to COVID-19 vaccination requirements. Enrollment has already begun for students and students are making their choices for online, in-person or hybrid courses.

5. VP/CIO's Report

- a. **Technology Changes Impacting Faculty – Summer and Fall** – Ron Philip discussed the upcoming technology changes, underway or planned, impacting faculty during the summer and fall semesters.

Summer 2021:

- **Duo Enrollment and Password Change for All** – Duo enrollment and CSUN account password change will be required for all faculty, and students by the end of the spring semester.
- **Zoom Cloud Recordings** – As it relates the enforcement of content retention standards for Zoom cloud recordings, faculty are encouraged to delete their Zoom recordings from the Zoom Cloud by June 30, 2021 and transfer any needed content onto Panopto.
- **Content Retention** – There will be an implementation of a retention policy for content saved in Canvas, Zoom, and Panopto. While some applications may have unlimited storage, the volume of viewership the recordings generated has exceeded our licensed allocation, and therefore, the budgeted cost for the University.
- **Canvas LMS** – Anonymous grading capability is slated to be available by summer. The feature eliminates bias by allowing faculty to grade student work without knowing the name of the student and provide feedback anonymously to students. The feature will be automatically turned on and faculty will be able to turn off the feature, if that is preferred.
- **Single Sign-On (SSO) for OnBase** – OnBase, our workflow document management system, will be integrated with CSUN's single sign-on environment. The integration will take place in July.

Fall 2021:

- **Classroom Technology Upgrade** – Technology upgrades are planned in 183 classroom spaces. Out of 183 classrooms 18 will be equipped over the summer to pilot HyFlex teaching and learning this coming fall semester.
- **Broadcast Capable Classroom Enhancements** – The remaining 165+ classrooms will be upgraded with technology allowing for lecture capture and broadcast capability.
- **Otter.ai** – With the availability of the Zoom captioning capabilities inherently within the Zoom platform, Otter.ai licensing will not be renewed.
- **FTC Studio** – The FTC studio will have a lightboard for faculty to create instructional videos. The Commencement videos were recorded in the studio.

- b. **Summer Training Opportunities** – This summer, the FTC will be conducting Bootcamps covering the technology-based teaching tools available at CSUN. These Bootcamps provide key concepts from basic to advanced skill level. Bootcamp topics include Quizzes, Accessibility, 360-degree Video, and Learning Analytics. In addition, the Zero to Online series will help faculty learn how to use the core learning technologies available at CSUN to teach in a virtual environment. This nine-session series will cover everything from logging in for the first time to grading assignments and quizzes, and all points in-between. These synchronous sessions will require daily attendance over the course of two weeks, along with time to work on skills independently between sessions. The Help 4 Faculty site will provide updated information on the varied trainings, programs and resources being offered.

6. **Department/College Roundtable** – None.

7. **Discussion Topics**

- a. **ATC Chair Election** – Chris Sales thanked the committee for their valuable input throughout the academic year. There was also a conversation on ATC chair election and nominations. Tomo Hattori expressed his interest in serving as the ATC Chair for the 2021-2022 Academic Year, dependent on his availability to attend and fulfill the Faculty Senate obligations. Chris Sales tentatively accepted to serve as the ATC Chair, as a placeholder, through the beginning of August, by which time the final name will need to be shared with the Faculty Senate President. This will also allow enough time to prepare for the first ATC meeting of the semester.
- b. **Next Academic Year Topic Focus** – Chris Sales encouraged the committee to share topics that could be considered for discussion in the next academic year, including the ongoing conversation of teaching and learning online. Chris Sales stated that it would be important for faculty to discuss with their department of what is needed and what they would like to see in the future, and then bring these topics to the September ATC meeting.
- c. **Cost of Instructional Materials** – Cheryl Van Buskirk presented on the form to obtain information from faculty across the colleges on the cost of their instructional materials. She inquired on what would be the best procedure to ask faculty to complete the form, including asking the college Deans to disseminate the form via email. Ron Philip stated that this information could be shared with Dean Stover and he could be requested to present the information with the Provost's Council.

8. **Policy** – None.

9. **New Business** – None.

Meeting adjourned at 3:05 p.m.