



Academic Technology Committee

MINUTES OF MEETING: 10/01/2021

Submitted Exec. Committee: _____

Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 11/5/2021

Approved by Exec. Committee: _____

Approved by Academic Senate: _____

ATC Members Present: Tomo Hattori (Chair), Soheil Boroushaki, Mauro Carassai, Ovande Furtado, Paige Hajiloo, Joel Krantz, Mariano Loza Coll, Shayan Moshtael, Nicole Shibata, Wayne Smith, Jeff Wiegley, Jenn Wolfe; *Excused:* Chris Sales; *Permanent Guest:* Helen Heinrich; *Executive Secretary:* Ron Philip; *Recording Secretary:* Celene Valenzuela; *Guests:* Cecile Bendavid, Amy Berger, Heather Cairns, Ryan Conlogue, Sue Duits, Rick Evans, Takiya Moore, Paul Schantz

1. Welcome and Introductions - Cecile Bendavid shared that the committee consists of thirteen members: nine members elected, one each, by and from the eight Colleges and the Library; two members are elected by the Senate; and two student members appointed by the Associated Students Senate. Also shared was the committee’s mission, to make recommendations regarding University resources and policy that pertain to instructional and research technology, including computing and instructional media development and services. There shall be consultation and liaison with other appropriate Standing Committees. Cecile Bendavid emphasized the importance of serving on the committee and representing faculty.

2. Announcements

- a. **ATC Box Folder** – Tomo Hattori shared that the current ATC members have access to a committee myCSUNbox folder. It will be used as a repository for handouts and important information.
- b. **CSUN Engagement Conference 2021** – Takiya Moore invited the committee members to the inaugural CSUN Engagement Conference, a joint effort between Undergraduate Studies, the Office of Faculty Development, Academic Technology, and the Faculty Technology Center. It will be held on Friday, October 29, 2021, from 10:00 a.m. to 2:00 p.m. Proposals for speaker sessions, on the topic of engaging CSUN students in the online and hybrid environment, are due on Thursday, October 7th.
- c. **Learning Analytics and Knowledge Conference** – Wayne Smith shared that the 12th International Learning Analytics and Knowledge Conference will be held in March 2022.
- d. **Shared Governance of Teaching Modalities** – Jeff Wiegley shared that at the College of Engineering and Computer Science there has been conversation amongst the Dean and the College Chairs regarding the need for shared governance whilst assigning online courses. A motion was approved to send a written communication addressing the need for shared governance in assigning of teaching modalities, from the Committee Chair Tomo Hattori, on behalf of the committee, to the Faculty Senate President Michael Neubauer.

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

4. Chair’s Report

- a. **Faculty Senate Update** – Tomo Hattori shared that at the Faculty Senate meeting held on September 23, 2021, there was a conversation on the faculty senate orientation survey and voting app, the reimagining of the policing experience on campus by Dr. William Watkins, and a resolution of appreciation for Nicole Wilson. President Beck and Provost Walker also provided an update. There was additional conversation focusing on three policy items on written comments about lecturers, lecturer evaluations, and the three-year faculty and annual application to pools.
- b. **ACAT Update** – Ron Philip shared that at the September ACAT meeting there was a conversation on the Student Device Loaner Program, CSUCCESS program, and the Accessible Technology Initiative (ATI) Instructional Materials Report. Ron Philip added that one of the responsibilities of ACAT is to advise the Executive Technology Steering Committee on ensuring that CSUN is actively in compliance with the CSU Policy on Disability Support and Accommodations and the Accessible Technology Initiative (ATI). Ron Philip added that there are three main goals of the ATI, one being the accessibility of instructional materials, another focuses on web, and the third is accessibility as it relates to the procurement of materials.

5. VP/CIO's Report

- a. **CSUCCESS and Device Loaner Program Update** – Ron Philip shared that the Device Loaner Program is available to currently enrolled CSUN students. 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. These devices are checked out at no cost to current students (student ID or Driver's License required) for the semester. Devices loaned out for the Fall 2021 semester need to be returned by the end of the Fall 2021 term. As of the beginning of the academic year, the Device Loaner Program has an inventory of 2,000 laptops, 2,000 internet hotspots, and approximately 250 webcams and headsets. The CSUCCESS Program provides qualified first-time freshman and new transfer students entering CSUN with an iPad Air, Apple Pencil, and an Apple Smart Key Folio for the duration of their undergraduate education at CSUN. As of the fifth week of the fall 2021 semester, there have been 4,825 devices loaned to students. Currently, 10,800 students are eligible for the CSUCCESS Program. Ron Philip added that the University has 7,500 iPad kits procured to have enough devices on hand.

There have been multiple emails sent out to all qualifying students since the end of July with reminders sent to those who have not registered for and picked up a device. Students are notified via email when their devices are available for pickup.

- b. **Technology Training and Workshops** – Helen Heinrich shared about additional technology trainings and workshop offerings and invited faculty to visit the [Information Technology workshop calendar](#) and highlighted the [CSUN Engagement Conference](#) that will be held on Friday, October 29th. Helen Heinrich added that in addition to the training offerings, instructional technologists are now available every Monday on Zoom through the new weekly Ask an Expert workshops held from 11:00 a.m. to 12:00 p.m. To register, faculty can visit the [Workshop webpage](#). Faculty can also book a one-on-one meeting with an academic technology staff by visiting the new [service link](#).

6. Discussion Topics

- a. **CSUN Ready** – Rick Evans shared about CSUN Ready providing free course materials for first-time freshmen for their Fall 2021 semester courses. Recognizing the challenging learning environment many students faced while finishing high school during COVID-19, CSUN will support new, incoming first-time freshmen by providing all required course materials at no charge for the Fall 2021 semester. First-time freshmen received an email from CSUN mid-summer with details on how to get their books. This effort was pursued through the use of Higher Education Emergency Relief Funding (HEERF). First-time freshmen received emails starting mid-summer with details on how to access their course materials. Rick Evans shared that CSUN Ready will also be available for first-time freshmen in Spring 2022. This is extremely important as many first-time freshmen have had a very challenging learning environment because of the pandemic. In addition, prior data shows that many times students have opted to only purchase a few of their materials or go without any course materials. With the spring added and first-time freshmen students provided with free course materials for one academic year there will be significant retention, equity, and student success data that will provide proper analysis of the program to University leadership to help inform further efforts. Rick Evans stated that CSUN Ready has been a collective team collaboration between The University Corporation, the Campus Store, the Division of Information Technology, and Follett.

Sue Duits shared that myCSUNDigitalAccess (MCDA) laid the foundation for the program, and presented on the CSUN Ready process and steps, and the delivery of the course materials noting that Follett analyzed historical data and will charge campus a per unit enrolled charge. For the Fall 2021 semester, over 41% of course materials were distributed digitally and 59% of course materials were available in a print format. The print format must be returned to the Campus Bookstore at the end of the semester. Students can add/drop until the deadline and digital will be updated in Canvas and print books will have to be picked up or returned if they dropped a class. Sue Duits added that all digital course materials were uploaded into Canvas in early August and printed course materials have been available for pick-up at the Campus Store. Students receive email notifications when their materials are ready and the option to have them shipped to their homes.

Heather Cairns presented on the CSUN Ready's marketing and communication efforts, noting that the CSUN Ready team spent Spring 2021 and all summer meeting with key groups and audiences to ensure that first-time freshmen were fully aware of the program. The first step as part of the communication was an email from President Beck to students routing students to a video and a webpage with information. Students also received reminder emails and text messages. The CSUN Ready team also met with Student Outreach and Recruitment, Admissions and Records, the Hub, and other department advisors.

Amy Berger shared a Fall implementation update and next steps, noting that 27,000-course materials have been provided to approximately 4,800 first-time freshmen. Future plans, include gearing up to launch CSUN Ready for the Spring semester by improving communication to faculty, re-visiting campus departments, continuing to collaborate with the Department of Marketing and Communications and the Division of Information Technology. The next steps also include research analysis of student survey results.

Tomo Hattori thanked the CSUN Ready team and invited them to join a meeting in the Spring to discuss this program and other relevant student success projects.

- b. Software Solution Evaluation** – Tomo Hattori shared that the topic of procurement of, as it relates to academic technology will be a topic of focus for this academic year at a later session. Decisions will need to be made on the continued investments on software solutions procured using federal funding by the end of the 2022-2023 academic year.

7. Policy – None.

8. New Business – None.

Meeting adjourned at 3:00 p.m.