



Academic Technology Committee

MINUTES OF MEETING: 2/4/2022

Submitted Exec. Committee: _____

Submitted Academic Senate: _____

APPROVED BY COMMITTEE: 3/4/2022

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, Chris Sales, Nicole Shibata, Wayne Smith, Jeff Wiegley, and Jenn Wolfe;* *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, Adam Kaplan, Takiya Moore, Paul Schantz, and Jia Xudong

1. Announcements

- a. AVP of Research and Sponsored Programs Invitation - Tomo Hattori shared that Dr. Chris Sanford, Associate Vice President of Research and Sponsored Programs, will be invited to join a committee meeting this semester for an introduction.
- b. California Faculty Association (CFA) Contract - Cecile Bendavid shared that the CFA contract has been ratified.

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

3. Chair's Report

- a. **Faculty Senate Update** – Tomo Hattori shared that at the Faculty Senate meeting held on December 9, 2021, there were presentations by the Educational Policies Committee and the Graduate Studies Committee on three policy items. There was additional conversation focusing on the Basic Needs Initiative, the statewide academic senate report, bylaws change to designate a lecturer seat on the Senate Executive Committee and a presentation on 'Expanded Support for Instruction: New Ways to reach FTC'. Also shared was a presentation by professor Katherine Stevenson, chair of the Educational Resources Committee on a proposed change to committee's charge. Tomo Hattori shared that Katherine Stevenson will be invited to join the March ATC meeting to share the same.
- b. **ACAT Update** – Chris Sales shared that at the January 28, 2022 ACAT meeting Diane Stephens provided an update on classroom technology and the adoption of upgraded classroom technology spaces at CSUN. Additional discussion focused on the HyFlex Pilot 2.0, the recruitment of faculty technology champions, upcoming training opportunities, and feedback from the first week of the Spring semester.

4. VP/CIO's Report

a. **Technology Projects Impacting Faculty, Spring 2022** – Ron Philip shared the [technology projects](#) file that lists technology projects impacting faculty this Spring 2022 semester, including:

- **Classroom Technology Upgrade** – 165 classrooms spaces have been or are being upgraded across the University to allow for both lecture capture and broadcast capabilities. The project is scheduled to be completed by February 14, 2021. The classrooms will have a new projector, HDMI capability, a classroom computer, and a touch panel. These classrooms have similar technologies as HyFlex rooms, with the exception of microphone coverage for students and audience-facing cameras. This intentionally allows for a smooth transition to a HyFlex classroom if in the future the University decides to transfer specific classrooms to that modality.
- **HyFlex Classrooms** – 18 spaces across the university will be used in the spring semester HyFlex 2.0 pilot. These spaces allow for class sessions and learning activities to be offered in-person, synchronously online, and asynchronously online.
- **FTC Studio** – The Faculty Technology Center (FTC) studio has a lightboard for faculty members to use when creating instructional videos to help enhance engagement with an illustration of concepts or work problems. Faculty can make an appointment to record lectures using the lightroom technology by visiting the Faculty Technology webpage and selecting the [make an appointment link](#) found under the support section.
- **Interact with FTC** – In addition to individual appointments, the FTC is available for consultation with Instructional Technologists, technical support with our students, and video recording in our studio. The Faculty Walk-in Center is available in-person at the University Library 33 (Mon-Fri 8 a.m.-5 p.m.), email at ftc@csun.edu (Mon-Fri 8 a.m.-5 p.m.), phone: (818) 677-3443 (Mon-Fri 8 a.m.-8 p.m.) (Sat 9 a.m.-5 p.m.), and drop-in help [via Zoom](#): (Mon-Fri 8 a.m.-8 p.m.) (Sat 9 a.m.-5 p.m.). All faculty are also encouraged to visit the FTC [workshop calendar](#) for workshops and training resources.
- **FTC Tech Pantry** – The Faculty Technology Center Tech Pantry is available for all faculty to borrow equipment to use in instruction and help with the creation of instructional materials. Technologies for loan include 360-degree cameras, [extended/creative display](#) (whiteboard) screens and in-class digital collaboration [creative pen tablets](#) among other options to assist with academic projects.
- **Canvas Updates** – The Impact by Instructure feature has been activated in Canvas. This feature is displayed as a new support icon to access the Canvas knowledgebase and submit tickets directly from Canvas. In addition, faculty will see a helpful message regarding the use of Canvas. We are also able to track the use of the tools integrated in our Canvas environment. This will improve our professional development offerings and inform decisions around technology pilots. Canvas also has new integrations with Microsoft Office 365 and Google Workspace allowing faculty to create courses and manage content within these cloud collaboration platforms. Students will be able to upload assignments directly from their Google Workspace account.

- **Canvas Insights** – The new Canvas Insights “I am here to help” template has been updated. This template originally provided online resources to students, the update acknowledges the concerns students may have about returning to campus in-person and offers instructor support. Additionally, the updated template provides a list of resources available to students both on-campus and online. This includes mental health resources, food resources, insecurity relates resources, as well as cultural acculturation resources.
 - **Tech Services for Faculty and Research** – There are a significant number of technology tools, resources, and solutions available to faculty to enhance courses, promote student engagement, student success, accessibility, and from an enterprise perspective to help with research. Tomo Hattori encouraged ATC members are encouraged to review the campus-wide technology services for research document and add tools and services that their college or department is using in this regard.
 - **CSUN Ready** – The CSUN Ready program was available in the fall and will be available this spring semester. The program provides course materials for First-Time Freshmen accessible via the Canvas Brytewave application.
 - **CSUCCESS Program** – The CSUCCESS program provides all first-time freshmen and new transfer students, a device, an iPad Air, Apple Pencil, and Apple Smart Keyboard Folio to use through completion of their degree. A total of 520 students participated out of the 10,800 that were eligible for the program in fall 2021. There are differences when using Canvas, Zoom, and other technologies via iOS apps. A table summarizing the functionality of Canvas and technology integration on the iPad Air can be reviewed here.
 - **myCSUNbox** – myCSUNbox has increased individual file size limits from 15 gigabytes to 50 gigabytes.
 - **ePAF** – The Electronic Personnel Action Form (ePAF) process allows faculty and RTP reviewers to access electronic PAFs (Personnel Action Files) online using CSUN Box. Using an online form available in the Portal, faculty can request access to their ePAF and upon approval, they will receive an email with a link to myCSUNbox. RTP reviewers will also receive a Box link via email after the Dean’s Assistant initiates their access. While the IT portion is finished, full implementation is on hold until the Dean’s assistants can finish scanning and uploading documents. We anticipate a launch for fall 2022 and hope to move forward with lecturer PAFs next.
- b. **Spring Packet for Faculty** – Helen Heinrich highlighted the different topics reflected in the Academic Technology (AT) Spring Packet for faculty. The teams’ Instructional Technologists have put together a selection of tools and concepts to assist all faculty in the return to campus transition. In the packet faculty will find a spring checklist, CSUN templates, Accessible Syllabus, mastering the course import, information about new features in Canvas, HyFlex details, engaging students with iPads through the CSUCCESS program, Matadors Moments 2022 details, faculty resources, and information about the CSUN Faculty Technology Center’s workshops and trainings, and more.
- c. **Technology Champions Recruitment** - Helen Heinrich shared that Academic Technology is inviting faculty to apply to join the inaugural group of Faculty Champions this Spring semester. The Faculty Champions this semester will focus on the creation of College/Department

specific Canvas course templates. Helen Heinrich added that a stipend is available, and faculty interested in becoming a champion can apply using the [interest form](#).

5. Discussion Topics

- a. **CSUN Ready Update and Presentation** – Rick Evans shared about the CSUN Ready program which has provided new, incoming first-time freshmen with all required course materials at no charge in the fall 2021 semester. The program will continue through the spring 2022 semester. This program has been funded by the Higher Education Emergency Relief Fund (HEERF). CSUN Ready distributions have been made in both digital (55%) and print (45%) format. In sharing about the [myCSUNDigitalAccess program](#), Rick Evans added that data shows that a significant number of students often go through their education without purchasing all of their books. The myCSUNDigitalAccess program focuses on student success, affordability and aims to close the equity gap, increase retention, improve grades, and enhance access. While the University understands that the CSUN Ready program may not receive additional funding, we understand the benefit of immediate access materials for students. The [myCSUNDigitalAccess Program](#) (MCDA) will continue to provide students with required books and course materials ensuring course preparedness.

Sue Duits shared that the CSUN Ready program has been very successful. The university has been able to deliver timely and reliable instructional materials to students. To communicate the goals of the program there was a marketing campaign with a communication cadence to capture the attention of students, faculty, and administrators. The virtual roadshow included several constituents, including key technology departments, councils, students, advisors, and many other key individuals. The [CSUN Ready video](#) was also updated for the spring semester. The first-time freshman headcount for the spring 2022 semester is 4,358, participating sections include 1,721, unique course materials 779, and credits taken by FTF 59,062. The percentage of titles available digitally for this semester is 55%, a significant growth from 42% during the Fall '21 semester.

Sue Duits added that CSUN Institutional Research conducted a five-question survey, post census date through October 2021. There were 618 first-time freshman responses. The five questions asked were:

1. Are you aware that you are enrolled in CSUN Ready?
 - A majority of respondents (86%) answered yes.
2. Before learning about CSUN READY, how much money did you plan on spending on required course materials?
 - A majority of respondents thought they would be spending \$346 (mean).
3. How much do you think CSUN Ready will ease your financial burden this semester?
 - A majority of respondents (95%) answered that the program will ease their financial burden.
4. How strongly do you agree or disagree with the following statements: "CSUN Ready will help me prepare for class, improve my ability to complete class assignments, and improve my class grades?"
 - A majority of respondents strongly agreed with the statements.
5. How much do you think having access to free course materials will improve your overall experience at CSUN?

- A majority of respondents (94%) answered that having access to free course materials will improve their overall experience at CSUN a lot.

Amy Berger shared that there were many lessons learned from the Fall 2021 semester. We learned that Campus Store emails are often overlooked by students and faculty. As a result, a multi-faceted approach was needed to reach students and there was a need to have the ability to email faculty directly. An additional lesson learned was that students who dropped classes had difficulty with returning course materials. As a result, there was a need to reach out directly to students using automated emails prior to the start of class and after the add/drop period. Amy Berger added that CSUN Ready is working with Institutional Research to reach out to participating students and evaluate the program's impact on student success. Rick Evans stated that he looks forward to joining future committee meetings to provide academic technology updates from the University Store's perspective.

- b. Laptop Requirements for Computer Science Proposal and Presentation** – Xudong Jia and Adam Kaplan presented on the Computer Science Department's laptop requirement proposal for the B.S. Computer Science, B.S. Computer Information Technology, Computer Science Minor, and Data Science Minor programs. Xudong Jia shared that the proposal will append a laptop requirement to the catalog copy of each of its programs and place a laptop requirement at the top of the catalog course description page.

Soheil Boroushaki inquired about other programs that have adopted a similar proposal locally or nationally. Adam Kaplan shared that other institutions in California has similar language in the catalog, including CSU Pomona. Joel Krantz inquired about the resources available for students who will need support with their devices if this proposal moves forward. Adam Kaplan shared that he feels confident that the support will continue via the local college tech office. Tomo Hattori stated that the proposal in the presentation suggested a cost of \$1,000 for a device and inquired if there could potentially be any other costs associated with the requirement, noting that his main concern is equity and access for CSUN students. Most students can do the work, however, may not have the resources, thus a student may become discouraged to pursue the program. Adam Kaplan stated that the 32 gigabytes of RAM seems to be a reasonable specification for most devices that can be purchased at a local store. These devices tend to fall in the middle-cost tier of \$1,000 to \$1,200. Adam Kaplan added that most software has been low cost or free, for example, Adobe Creative Cloud.

Xudong Jia shared that he has been in communication with Elizabeth Adams to ensure students can cover the cost through their financial aid. Tomo Hattori shared that there will be additional conversation in the coming committee meetings, including a conversation with the Educational Resources Committee, to create a framework for technology requirement policy and to discuss the financial aid implications for our students.

6. Policy – None.

7. New Business – None.

Meeting adjourned at 3:00 p.m.