CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Academic Technology Committee

MINUTES OF MEETING: 11/05/2021   APPROVED BY COMMITTEE: 12/3/2021
Submitted Exec. Committee: _____   Approved by Exec. Committee: _____
Submitted Academic Senate: _____   Approved by Academic Senate: _____

ATC Members Present: Tomo Hattori (Chair), Ovande Furtado, Paige Hajiloo, Joel Krantz; Mariano Loza Coll, Chris Sales, Nicole Shibata, Wayne Smith, Jeff Wiegley, and Jenn Wolfe; *Absent:* Soheil Boroushaki, Mauro Carassai, Shayan Moshtael; *Permanent Guest:* Helen Heinrich; *Executive Secretary:* Ron Philip; *Recording Secretary*: Celene Valenzuela; *Guests:* Cecile Bendavid and Takiya Moore

1. **Announcements**

    a. **Vice President for Information Technology and Chief Information Officer Search and Screen** – Wayne Smith shared that he will serve in the search and screen committee for the upcoming Vice President for Information Technology and Chief Information Officer search. Vice Provost Matt Cahn will serve as the search committee chair.

2. **Approval of Minutes** – The minutes from the October 1, 2021 meeting were approved.

3. **Chair's Report**

    a. **Faculty Senate Update** – Tomo Hattori shared that at the Faculty Senate meeting held on October 21, 2021, Provost Walker provided an update on the two CSUN Vice Presidential searches, the spring semester schedules, and retention. CSUN is planning to welcome students back in the spring with 80% of classes taking place in-person, and will be offering 20% of classes fully online, including an increased amount of GE courses. Masks will continue to be required indoors without the need for social distance. There was additional conversation focusing on the Faculty Senate orientation survey and the designation of a seat on the Senate Executive Committee for lecturers.

        Tomo Hattori noted that he would like to discuss the topic of retention further and how the committee can play a role to increase retention and graduation rates at CSUN.

    b. **Update on Online Modality Discussion** – Tomo Hattori stated that he sent a written communication addressing the need for shared governance in assigning of teaching modalities, to Faculty Senate President Michael Neubauer. In response, Michael Neubauer communicated that almost identical plans for online teaching are being proposed by the College of Engineering and Computer Science and the College of Social and Behavioral Sciences. Lindsay Hansen Brown, Chair of Personnel Planning & Review Committee (PP&R), and Michael Neubauer sent a formal communication to Dean Toutanji and Dean Searcy noting PP&R's concerns about the plan and its development.

4. **VP/CIO's Report**

   a. **CSUCCESS and Device Loaner Program Update** – Ron Philip provided an update on the Device Loaner Program, available to all currently enrolled CSUN students. As of the beginning of the 2021-22 academic year, the University's Device Loaner Program has an aggregate inventory of 2,000 Windows-based laptops, 2,000 internet hotspots, about 250 web cameras, and 250 headsets. Via the Student Device Loaner program CSUN has loaned more than 3,700 Windows laptops, internet hotspots, webcams and headsets to students in aggregate since the pivot in March 2020. The CSUN Device Loaner Program provides loaner devices on a semester length loan to any enrolled student who has a need. For the Fall '21 semester, there are 2,080 unique students with loaned devices. An online workflow is available by which students can request an extension of the use of their devices. Separately, this Fall '21 semester, a CSUCCESS bundle composed of an iPad Air, Apple Pencil, and Apple Smart Keyboard Folio has been made available for first-time freshmen and new transfer students. Ron Philip shared that out of 10,800 students that qualify for the CSUCCESS kit, approximately 6,000 students have registered for a device and just a little over 5,200 picked up their device. Email communications and reminders have been sent to eligible students.

   Ron Philip shared that eligible enrolled students can request a device at any time during the semester. Paige Hajiloo shared that she has worked on marketing campaigns to inform students of the available devices at CSUN, she inquired about any significant information that students should be aware of. Ron Philip encouraged including the CSUCCESS webpage link on any marketing material as it is updated regularly and includes a section on frequently asked questions.

   b. **CSUN Engagement Conference 2021** – Ron Philip thanked faculty from across the Colleges for their participation in the first CSUN Engagement Conference held on Friday, October 29, 2021. The conference was a brainchild and a collaboration between Undergraduate Studies, the Office of Faculty Development, Academic Technology, and the Faculty Technology Center. This inter-disciplinary event brought together faculty from various departments and colleges. The presenters shared the tools and strategies they incorporated into teaching since shifting to the online modality to increase student engagement. The conference hosted 20 presentations across two tracks, with five-minute videos pre-recorded by faculty, followed by a live question-and-answer session. Faculty presentations included such topics as SIMPACT, H5P, video quizzes, Canvas Studio, active learning strategies, video discussions, and many others. In addition, the program incorporated two panels: faculty teaching HyFlex and sharing their experience with this new modality; and a panel of students sharing their perspectives on engagement. The Engagement Conference 2021 had 75 registrations, 87 attendees, 20 sessions and 2 panel discussions.

   c. **CSUN Canvas Course Template** – Takiya Moore shared a video explaining the use of the CSUN Canvas course template, which became available in May 2020. The CSUN course templates are available in the Canvas Commons at the departmental level. These can be modified as needed at any time. The Canvas template feature also allows for customization.

   Tomo Hattori inquired on how invested the campus was with the Canvas Learning Management System (LMS). Ron Philip shared that Canvas is the LMS utilized across the California Community College System and the most used LMS across the CSU. Any CSU institution not using Canvas at this time is either discussing making the transition or working

on the transition. Paige Hajiloo shared that for students there is a benefit of using the same system, for those that are not used to Canvas they easily adapt to the new technology.

Cecile Bendavid shared that she used the modules feature to list coursework while students are using the calendar feature in Canvas. The module feature allows for a due date and end date to be selected. Jenn Wolfe shared that she finds the Canvas calendar useful for students as it allows them to schedule one-on-one meetings with their instructors. Paige Hajiloo shared that the calendar feature has been extremely helpful.

   d. **HyFlex Experience** – Helen Heinrich shared that there will be a HyFlex 2.0 cohort in the Spring semester. All faculty are invited to join the pilot program and are encouraged to apply. Helen Heinrich added that there will be a survey sent out to students and faculty to measure their HyFlex satisfaction as it relates to their courses and use of technology. Helen Heinrich shared that HyFlex undoubtedly expands the geographical bounds and the potential to increase retention rates. The information on the types and number of courses that will be taught next semester will be shared at a future meeting. Currently, there are 26 faculty that have confirmed participation. Tomo Hattori added that HyFlex faculty could be invited to present at future meetings to gain an in-depth understanding of the teaching modality.

5. **Discussion Topics**

   a. **Research Technology –** Wayne Smith stated that there will likely be an increase in research at CSUN. The new Associate Vice President of Research and Sponsored Programs, Dr. Christopher Sanford visited the Faculty Senate and shared about future projects utilizing technology across the university. Wayne Smith noted that it would be useful to invite Dr. Sanford to present at a future ATC meeting, along with having a joint meeting with the Educational Resources Committee to discuss the resources for technology projects. Tomo Hattori shared that it would be helpful to have one unified page that lists all available research services that are available on campus for faculty.

   b. **Academic Technology Committee Meeting Attendance –** There was a roundtable discussion on the ATC attendance policy for this academic year.

6. **Policy** – None.

7. **New Business** – None.

Meeting adjourned at 3:00 p.m.