

**Academic Technology Committee**

MINUTES OF MEETING: 09/05/08      APPROVED BY COMMITTEE: 10/03/08  
Submitted Exec. Committee: \_\_\_\_\_      Approved by Exec. Committee: \_\_\_\_\_  
Submitted Academic Senate: \_\_\_\_\_      Approved by Academic Senate: \_\_\_\_\_

Members Present: Ardavan Asef-Vaziri, Hilary Baker, Wei Cao, Barry Cleveland, Ellis Godard (chair), Gloria Melara, Jacek Polewczak, Magdy Rizk, Ashley Skylar, Jeff Wiegley

Excused: Kimberly Embleton, Xiyi Hang, and Patricia Miller

Guests: Hien Ho, David Levin, Chris Olsen, Wayne Smith, Steven Stepanek, and Diane Stephens

Minutes: Marla Joseph

1) **Approval of Minutes** – The minutes of the 05/02/08 meetings were approved as amended.

2) **Announcements**

- The committee meeting times have been posted on the ATC website

3) **Previous Meeting Action Item Review**

- Godard and Baker consult on the agenda; suggested items from members are welcome
- Handouts to the committee will be kept in a notebook by Baker's assistant
- Minutes will be taken by Baker's assistant
- Godard created and is the owner of the mailing list for the new academic year

4) **Guest – Steven Stepanek (1:10-1:20, certain)**

Steven Stepanek is a member of the Faculty Senate Executive Committee and a liaison to ATC. Stepanek spoke on his role as a liaison to ATC focusing on ATC's mission statement, committee attendance and ATC member's consultation with constituents.

- a. Stepanek read the ATC's mission statement. He noted that ATC would review two types of policies. One type of policy focuses on pure academic issues that would eventually go to the Faculty Senate for review and approval. The other type of policy impacts the entire campus community and follows a broader consultation process that eventually leads to a recommendation from the President's Cabinet and a decision by the University President. The role of ATC on these policies is a consultative.
- b. Stepanek referenced the need for consultation and liaison with other appropriate Faculty Senate standing committees. Stepanek stressed the importance of setting-up joint

meetings between different committees. He used ERC and ATC joint meetings as an example, where ERC's primary focus is budgetary where ATC's focus is technological.

- c. Stepanek informed the committee that each committee chair received a letter explaining that one duty of the Senate Executive Committee is to read the meeting minutes of the standing committees. The primary focus of this activity is to identify potential academic policy decisions and informal recommendations of these committees. Meeting minutes therefore should identify any resolutions passed by the committee.
- d. Stepanek noted that each member of ATC should have received a congratulatory letter from Jennifer Matos regarding serving on the Academic Technology Committee. This letter also stressed the importance of attendance for policy decisions and the dissemination of information to colleagues.
- e. Consultation by committee members with constituents in each college is crucial to policy and endorsement voting decisions.

**5. Guest -- Provost Harry Hellenbrand** briefly joined the meeting. He referred to the upcoming Campus Quality Fee and mentioned that it would be helpful if the committees could have a unified voice on the clicker findings by the Classroom Technology Group.

**6. Guest – Diane Stephens (1:30-1:45, certain)**

*Handout titled California State University, Northridge “Clicker” Vendor Selection Group in Support of Classroom Technology Group Summer 2008 Recommendations*

Diane Stephens participated in an ad hoc group that met during the summer of 2008 to prepare recommendations for a single vendor selection for classroom response systems. She further explained the Classroom Technology Group's selection criteria for picking and evaluating different vendors to choose a standard “clicker” for CSUN. The report recommends Turning Technologies and its Turning Point product.

A discussion ensued regarding “clicker” use, ADA compliance, cost, and durability.

Wiegley moved to endorse the recommendations of the Classroom Technology Group as it stands and it was seconded by Ardavan Asef-Vaziri, and passed.

**7. Chair's Report**

Godard reported that there were no ACAT meetings during the summer. He opened the floor for discussion on any technology recommendations for the Campus Quality Fee that will go to the fee committee on September 19<sup>th</sup>. No recommendations were obtained other than the clicker recommendations already endorsed above.

**8. CIO's Report**

*Handout titled Information Technology Update for ATC*

- a. Hilary Baker mentioned that the Portal, SOLAR and WebCT were working well under the load of the beginning of the new academic year. There was discussion about some slow response times to download SOLAR class rosters. Some committee members requested some SOLAR changes, specifically to add day and time of classes to the My Roster portal page, and to allow faculty to select which students they would like added to classes online through a priority list rather than through the use of permission numbers. Godard agreed to consult with Eric Forbes regarding these SOLAR requests.
- b. Baker noted the wireless issues that occurred over the past two weeks and described actions that have been taken and those under consideration. There was discussion about the length of inactivity time outs and the proposal to move to use private IP addresses (using NAT) as a temporary solution to mitigate increased wireless load.
- c. Baker shared that the Chancellor's Office continues to develop a suite of information security policies. Some of the policies were reviewed over the summer by some system-wide faculty governance committees. The next draft of the policies should be available for campus review later this semester. Baker will share the draft policies with ATC when they are available. The Chancellor's Office is also developing an online Information Security awareness program that will be piloted at CSUN during this academic year.
- d. Chris Olsen, Director of IT User Support Services, described the additional IT support available during the first three weeks of classes – through a kiosk in the lobby of the Oviatt Library and extended Help Desk hours.
- e. Olsen highlighted the results of a campus-wide team of IT technical support staff that has reviewed the Microsoft Vista operating system. Vista was found to be compatible with the tested campus applications but requires desktop hardware upgrades. The Vista review findings can be found on the IT website.
- f. David Levin discussed some current projects underway in Academic Technology including faculty email, LMS evaluation, smart classrooms conversion, and a web presence folder structure upgrade. The projects undertaken by the faculty associates this summer were ePortfolios, Elluminate, online synchronous and asynchronous discussion, accessible math and science notation, student technology guides and an eLearning academy.

**9. Department / College Issues**

None

**10. Miscellany**

None

**11. Next Meeting (10/3)**

Hilary Baker – 2008-2009 Campus Technology Project Portfolio (moved to November's meeting)

Joseph O'Connor – Wordpress demo & pilot

Meeting adjourned at 2:53 PM.