Academic Technology Committee

MINUTES OF MEETING: 12/07/07 APPROVED BY COMMITTEE: 04/04/08
Submitted Exec. Committee:_________ Approved by Exec. Committee:_________
Submitted Academic Senate:_________ Approved by Academic Senate:_________

Members Present: Hilary Baker, Barry Cleveland, Kimberly Embleton, Ellis Godard, David Levin, Gloria Melara, Patricia Miller, Jacek Polewczak, Magdy Rizk and Ashley Skylar.

Minutes: Jennifer De Iuliis


Guests: Spero Bowman, Steve Fitzgerald and Wayne Smith.

1. **Approval of Minutes** – The minutes of the 11/02/07 meeting were approved.

2. **Previous Meeting Action Item Review**
   a. Proposal to post hardware and software lab information online and in labs – Hilary Baker will add to the agenda for the new Desktop and Application Support Committee’s first meeting (January 31st).
   b. Joint ACAT and ATC meeting on February 1, 2008 – ACAT has confirmed joining.
   c. Office 2007 software availability – David Levin stated it is available; however it is still being tested. Hilary stated that some labs on campus already have it installed. For the new lab in the College of Arts, Media and Communication, the local technician, Caleb, will help to determine the roll-out for their area based on support capabilities.
   d. Web CT issues – David has spoken with Randal several times and shared that few issues are being reported. At times an error message may appear when loading but using the refresh button typically will resolve this issue. Ashley Skylar states the system has improved and her students have also noted the improvement. David requests any issues or other feedback to be sent to him. Barry Cleveland shared he is still getting an error on login both from on and off campus. David will ask Randal and the Help Desk whether others have reported this problem.
   e. My Academic Planner features – Eric Forbes in Admissions and Records is the primary contact person to reach regarding any functional, technical or other suggestions.

3. **Announcements**
   a. ATC and ACAT meeting scheduled for February 1st from 1pm – 2:30pm followed by ATC meeting from 2:30pm – 3:30pm if necessary to review joint meeting items. ATC and ACAT will determine whether additional joint meetings are needed throughout the year.
4. Chair’s Report
   a. Agenda items for joint meeting with ACAT
      • Academic Transformation (Provost)
      • Future of Academic Technology (Provost/David Levin)
      • LMS Assessment (Steve Fitzgerald)
   b. Please send any other agenda items to Ellis
   c. Matrix – draft handout provided, Ellis requests feedback to be sent to him upon review.
      Jacek Polewczak mentions concerns regarding the Open Standards topic and will share a draft of a flyer he has created via email to the committee for review.

5. Department / College Issues
   a. Wayne Smith for Ardavan Asef-Vaziri: College of Business is deciding on one type of clicker to use, a committee meeting is being held on Monday, December 10th at 2pm. David indicated that four systems are currently being used on campus. All these systems are working on ADA compliance. Barry Cleveland asks if the University is looking at one type to be used universally. David states this is worth considering since students would not have to purchase multiple systems and it would be easier for support staff to identify issues and provide assistance.

   b. Ashley Skylar stated that her department is using grant money to purchase two new scanners. This solution is adequate for the short term; however there may be a need for more scanners for faculty and student use. Kimberly Embleton noted that there are no scanners in her college. Patricia Miller shared that her department has one old scanner that is not functioning. She expressed concerns about student use and copyright issues and suggested the need for a clear policy.
      Action item: Hilary will discuss the scanner issues with the Desktop Administration and Support Committee to determine the needs and how to provide the most cost effective scanning services.

   c. Jacek Polewczak: During student advising, he has noticed that some information being communicated to students is inconsistent or incorrect. He is curious whether a trail of this information can be left somewhere in the Portal, for example some brief notes written which would include date, time and the name of the person providing information and topic. Wayne Smith noted that notes are required for probationary students. Barry added that the notes would also benefit long-term planning. Discussion about whether there is place for secure notes to be stored that could only be viewed by faculty. It would be useful to store waiver requirements which are currently in paper format, and A&R paperwork can take a while to process.
      Action item: Hilary or David will find out more about the ability to post notes.

   d. Jacek also shared difficulties searching on the Portal when a variety of information shows up, not necessarily leading to the desired result. Hilary stated that work is currently
underway on the CSUN Portal and web pages to clean up pages to allow for improved searches. Barry asked whether a student worker is provided both the student and staff tabs on the CSUN Portal.

*Action item: Hilary will verify that a student who also works for the University will have both a student and staff tab on the Portal.*

e. Magdy Rizk: Student Schedule of Classes is in a PDF format that is lengthy and not easy to browse. Can the students get a PDF based on the area of study they have chosen?

*Action item: Hilary and David will follow up on questions around the new format for Schedule of Classes. The committee should consider inviting Eric Forbes to a future ATC meeting.*

f. Patricia Miller: She is often asked for someone to provide on-the-spot translating services and would like to have a portable unit with a headset style system for use. Hilary suggests Patricia may want to address this budget item with her Dean.

g. Barry Cleveland: Barry mentioned he is very pleased with his use of LiveText as an eportfolio tool for students. Ashley shared that she is currently using TaskStream.

6. **CIO Report**
   a. **Smart Classrooms - David Levin**
      There are currently 153 smart classrooms on campus representing 70% of our classrooms. Patricia states a link is available which lists the Smart Classroom locations.

      *Action item: Patricia will send the smart classroom link to the committee.*

7. **Discussion Topics**
   a. **Academic Transformation & Hybrid Courses – Spero Bowman**
      The Provost approved funding for seven projects last year with the following two foci in mind: improve learning outcomes and make effective use of resources. There are three basic ways that faculty use technology to support their courses: augmenting classroom courses (projectors, email, etc.), hybrid courses (partially in classroom and partially online) and fully online courses. In addition we offer complete degree and certificate programs online through Extended Learning.

      The following information has emerged from these projects:
      - A Learning Objects Repository is currently being developed by the library working with faculty members to create a database for digital course content. Learning Objects are documents or simulations that are created by faculty to teach courses (quizzes, power point presentations, electronic documents, outlines, etc.). The repository identifies the owner, date last updated, intellectual property, etc.
      - We are developing a community of practice among those engaged in course redesign.
In the next year, a faculty support center will be built up with additional instructional design support for faculty use of technology in teaching.

- We also need to build support for faculty use of classroom technologies.
- ATI is being incorporated into all of these program efforts.

The Provost would like to have an assessment package put together for this project. There is a great deal of workload and development time involved for faculty.

b. **LMS Assessment – Steve Fitzgerald**

Steve provided an update on the status of the assessment. The third component and final survey on Support Requirements has been completed with 132 people respondents. Steve mentioned that the survey results indicate a desire to consider a tool-kit approach to LMS in place of a single-system solution. Ellis asked if students are being solicited for input which may be useful since they are becoming more familiar with LMS systems and have some expectations. Hilary mentioned that part of the decision on which system to use will include its ability to integrate with PeopleSoft to allow sharing of information between both systems. Ashley agreed that having such product integration is very important.

8. **Policy**

None

9. **New Business**

None

Meeting adjourned at 3:10 PM.