Faculty Advisory Committee on Technology (FACT)

MINUTES
Tuesday, October 6, 2020
11:00 am-12:15 pm
Csulb.zoom.us/j/5629854509

1. Call to Order – 11:06 am

S. Ahmed, X. Balayan, H. Ban, J. Dawson, C. Dolkiewicz, N. DeBellis**,** L. Farmer, L. Gonzalez, J. Foster, C. Fouratt, J. Joshee, C. Lee

2. Agenda is approved
3. September 2020 minutes approved
4. Member introductions
   4.1. Xan Balayan – ASI chair who serves as the student representative on the committee
   4.2. Caitlin Fouratt – Assistant Professor in International Studies, CLA
   4.3. Jeet Joshee – Dean of CPIE (reintroduction)

5. Old Business
   5.1. Updates on IT: hotspots
      5.1.1. J. Foster mentioned that hotspots continue to be handed out to students who request them. This will continue until CARES funding is depleted. To date, 1537 laptops and 2945 hotspots have been distributed.

   5.2. Updates to Online Policy Revision review, including hyflex
      5.2.1. Course modality definitions for hybrid and online courses are unclear. This has ramifications for academic policies, curriculum guides, enrollment, instructional design, ATS, governance, academic freedom. Examples of issues include international students unable to distinguish if a course has synchronous components (J. Joshee) and motions can't be passed to clarify AMI because course language is outdated (L.Gonzalez). Suggestions for moving forward include L. Farmer to contact J. Cormack to clarify definitions for synchronous vs. asynchronous courses. J. Joshee suggested aligning with nationally defined terms for course modalities. The committee decided that this item should be discussed at the next meeting.

      5.2.2. The hyflex modality in particular was lacking a definition. S. Ahmed and J. Joshee defined hyflex as students having the choice of synchronously joining the class in-person or online. An asynchronous option was not considered to be part of hyflex. C. Fouratt asked if there will be professional development requirements in order to do hyflex, while X. Balayan asked which classes would be designated as hyflex. L. Farmer will ask J. Cormack about these questions.

6. New Business
    6.1. ATS Updates – applications, video assessments, PD, course conversion, captioning
        6.1.1. S. Ahmed mentioned that 22 classrooms are being upgraded to be AMI and hyflex ready. Applications to enhance remote teaching are also being put together, which include learning glass and writing surfaces. Both will be advertised to the faculty when they are almost ready. Other software available to faculty include a diagnostic and survey tool to enhance interaction within courses, Poll Everywhere and Labster. ATS is currently exploring the use of PlayPosit to create interactive videos and GradeScope to allows for more versatility in assessments.
        6.1.2. S. Ahmed expressed that it would be useful to have a recommendation from FACT on video camera use during online classes and exams. Policies from the CSU and the University are conflicting, and faculty are unclear on the approach to take. The [memo released by the CSU](#) on remote proctoring services highlights equity and privacy concerns. In the memo, faculty are encouraged to use alternative forms of assessment where possible. The committee also brought up alternative forms of attendance that don't require camera use such as verbal acknowledgements.
        6.1.3. PD is ongoing. There will be a follow-up to the virtual online symposium that will take the form of ½ day seminar to address faculty issues. BeachBoard office hours and Zoom assistance are still ongoing.

    6.2. ATS BeachBoard Query
        6.2.1. S. Ahmed asked if it would be useful for 1) ATS to automatically activate BeachBoard courses when created (default opt-in) and 2) post syllabi on BeachBoard for faculty. The committee agreed that a default opt-in to course activation could help faculty unfamiliar with BeachBoard, reduce workload of department champions and decrease ATS helpdesk calls. The committee approved the motion. However, the committee expressed that uploading syllabi for faculty could cause issues and would not be worth the time invested by ATS.

    6.3. AMI Wording
        6.3.1. L. Gonzalez from COB discussed issues with online assessments using Respondus that have arisen for students. Students have indicated that internet stability affects their testing environment, which in turn can affect test performance. Supporting this notion is a recent article from the *New York Times* that describes how online assessment software is not designed to serve everyone equally. Alternative assessments may be a better approach to reduce disparities. L. Gonzalez also brought up issues with SCO language that make it difficult to improve policies surrounding AMI (see 6.2.1). This should be on the agenda for the next meeting. L. Farmer will also bring this aspect of terminology to J. Cormack.

    6.4. College Tech Committees – Tabled for next meeting.

Future meetings (FACT meets the first Tuesday of the month, from 11:00-12:15)
- 11/3/2020
    - Tentative agenda items: International aspects of instruction, definitions/policies for different modes of instruction. AMI with video policy
- 12/1/2020
- 2/2/2021

- 3/2/2021
- 4/6/2021
- 5/4/2021