

Faculty Advisory Committee on Technology (FACT)

Minutes

Tuesday, November 3, 2020

11:00 am-12:15 pm

Csulb.zoom.us/j/5629854509

1. Call to Order – 11:05 am

S. Ahmed, X. Balayan, H. Ban, J. Dawson, C. Dolkiewicz, N. DeBellis, C. Du, L. Farmer, M. Finney, J. Foster, K. Grinnan, M. Hernandez, C. Fouratt, S. Hathaway, J. Joshee, C. Lee, S. Li-Hang, D. LuPresto, H. Ramachandran, X. Wu

2. October 2020 minutes approved

3. Agenda is approved

4. Old Business

4.1. Update to ATS BeachBoard support (e.g., syllabi).

4.1.1. S. Ahmed confirmed that ATS will not upload syllabi for faculty per last meeting. Regarding the default activation for BeachBoard courses, ATS will bring to the academic senate for discussion.

4.2. Update to [Online Policy](#) Revision review, including hyflex.

4.2.1. L. Farmer stated that this process is on hold. Was discussed with J. Cormack, but Enrollment is still rewording course descriptions for hybrid, asynchronous, synchronous or mixed formats.

4.3. Update to video policy (ATS).

4.3.1. S. Hathaway informed the committee that the [Keep Teaching ToolKit](#) can be a resource for faculty/departments, which is accessed from the [Keep Teaching website](#). The Toolkit is a live compendium of all information related to alternative modes of instruction.

4.3.2. For guidelines on video policy, the [Student Privacy and Online Assessment](#) contains information compiled the Chancellor's office, BMAC and Fair Use Act for best practices. M. Finney asked about how faculty should handle situations where a student may want to turn the camera off during class. S. Hathaway suggested being as equitable as possible and offering a solution that student feels comfortable with. For example, the student could use a pseudonym or avatar during Zoom recordings and should be allowed to turn off camera.

4.4. Update to alternative assessment strategies.

4.4.1. L. Farmer commented that options for additional alternative assessments would be a helpful resource for faculty. S. Hathaway provided another resource from ATS that is accessible from the ToolKit called the [Alternatives to High Stakes Assessments Chart](#).

5. New Business

5.1. ATS updates:

- 5.1.1. S. Ahmed updated the committee on new apps being considered for Spring 2021, which include 1) Playposit for interactive video and 2) Gradescope for alternative modes of assessment. In addition, hyflex classrooms will be ready by the spring for conducting online classes or capturing lectures.
- 5.1.2. S. Ahmed is hopeful that CARES 3 funding will be approved, which will allow for additional faculty/staff/student development in spring 2021. More details will be provided at an upcoming meeting.
- 5.1.3. S. Ahmed also mentioned that a faculty forum on Microsoft Teams has been created. The forum can be used by faculty to communicate with each other and the ATS team. While originally developed for communication between Champions and Leaders, the forum can be used by all. Also, Teams in general is a good alternative for Zoom in case there are issues with Zoom.
- 5.1.4. S. Hathaway discussed the [Go Virtual Unconference](#) which will be held on 11/13/20. Faculty and students are invited to attend to discuss issues, strategies, next steps.
- 5.1.5. Not discussed - faculty checkout equipment: writing tablets, iPads, Learning Glass; course conversion opportunities.

5.2. Zoom cloud recordings.

- 5.2.1. S. Ahmed indicated that per a [directive](#) from the CSU General Counsel, Zoom cloud recordings cannot be deleted. There is litigation going through the Chancellor's office requiring that all Zoom cloud recordings are kept, which applies to student-initiated recordings as well. Can contact S. Ahmed, S. Hathaway or D. LuPresto with questions.

5.3. ATI report.

- 5.3.1. M. Hernandez reviewed findings from the Accessible Technology Initiative (ATI) report, which is submitted to chancellor's office. The report summarizes the university's self-assessment of status measured through 58 success indicators. The majority of success indicators have improved from the previous year. Areas of greatest progress include multimedia accessibility (i.e. accessible instructional materials, early identification of BMAC students, captioning requests) and communication of accessibility awareness. This year's priorities follow: processes will be developed to improve instructional material accessibility and tracking of alignment. For example, [Blackboard Ally](#) will be used as an accessibility check.
- 5.3.2. S. Hathaway mentioned that Instructional Design can work with departments to preview and implement accessibility strategies. M. Finney offered holding a seminar through Faculty Center to inform department chairs about these initiatives.

5.4. Zoom lurkers (e.g. parents).

- 5.4.1. L. Farmer described a situation where a parent overheard a faculty member's comment during a lecture and filed a complaint with a Dean. This situation is a concern because it raises issues with both FERPA and academic freedom rights and is likely not an isolated incident. S. Hathaway suggested adding a case study to the [Virtual Learning and Study privacy document](#) to discuss the issue and suggest that permission would be needed for class visitors, even with online courses. S. Hathaway also suggested that faculty should also put a statement in the syllabus regarding free speech rights and visitor permissions. S. Ahmed suggested that a waiting room should always be enabled to prevent unwanted visitors.

5.5. International aspects of instruction

5.5.1. Not discussed.

5.6. College Tech Committees.

5.6.1. L. Farmer asked if Colleges have tech committees. It appears tech committees are implemented in COB, CLA, COE, CHHS, the School of Art and the library either as IT support or Champions/Leaders.

5.6.2. K. Grinnan asked about suggestions for students who are getting Zoom fatigued. S. Ahmed provided a [link to support tutorials for students](#) on soft skills and coping with online learning. S. Hathaway mentioned that instructional designers can help with online course design to ensure courses are not including too much content. The Go Virtual Unconference would also be a good forum to discuss these issues.

7. Other

Future meetings (FACT meets the first Tuesday of the month, from 11:00-12:15)

- 12/1/2020 Potential Agenda Items
 - CARES 3 professional development opportunities for faculty/staff/students.
 - Discussion on optimizing student experience during the pandemic, especially online, including information from the Unconference.
 - International aspects of instruction

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