

Faculty Advisory Committee on Technology (FACT)

MINUTES

Tuesday, September 1, 2020

11:00-12:15

csulb.zoom.us/j/5629854509

1. Call to Order – 11:00 am

S. Ahmed, H. Ban, J. Dawson, C. Du, N. DeBellis, L. Farmer, M. Finney, J. Foster, K. Grinnan, S. Hathaway, B. Jackson, J. Joshee, M. Karnofel, C. Lee, S. Li-Hang, D. LuPresto, H. Ramachandran, J. Santana, X. Wu

Excused voting members: C. Dolkiewicz

2. Agenda is approved.

3. [FACT charges](#) are reviewed.

4. Member introductions.

5. May 2020 meeting minutes are approved.

6. Announcements

6.1. Introduction of AVP in Academic Technology Services: Shariq Ahmed
ATS and DoIT did a lot of work during summer and continuing to fall. For example, zoom classrooms setup, D2L integration, workshops and symposiums for remote teaching. A newsletter went out to faculty highlighting many resources.

7. Old business

7.1. Review and updates to [Online Policy](#) Revision

Under current alternate mode of instruction, the definitions in the policy need to be reviewed. The definition of hyflex courses may need to be included.

Members are to discuss the policy with colleagues and review.

7.2. ATI update

7.2.1. S. Hathaway mentioned many workshops and pilots held. AIM, BMAC are working hard for the fall semester. The committee expressed that accessibility, video recording and privacy issues are still of concern.

7.2.2. K. Grinnan inquired the need and assistance for closed captioning for demo videos for courses, and BMAC and ATS media team can help.

7.2.3. J. Foster noted DoIT has a [website on guides for audio and video accessibility](#).

7.2.4. H. Ramachandran shared information and services about 3D printing from [innovation space \(I-Space\)](#).

8. New Business

8.1. ATS update

8.1.1. D. LuPresto presented the [ATS events and workshop webpage](#) for information on current and upcoming learning and training opportunities. Feedback on software needed virtually or in classrooms and labs for course work is sought. Both comments about addition and deletion are welcome. The [software matrix](#) is prepared for members to discuss with colleagues. The preparation for grade import from Beachboard D2L to peoplesoft has started. It is projected that the testing will be completed by December. ATS has updated the physical space and technical equipment in many classrooms and lecture halls in LA5 and [COB](#). ATS is also working on creating zoom rooms that allow lecture captures. These rooms will have two cameras facing instructor/board and the audience, and these rooms can be used in hyflex courses in the future. Twenty-two zoom rooms are expected to be set up by the end of semester.

8.1.2. S. Hathaway reviewed the [Keep Teaching and Learning Website](#), and seek feedback from the committee. Members shall bring suggestions to future meetings. Summer programs on remote instructions are well attended. ATS made available numerous resources such as course templates for faculty. Blackboard Ally pilots were carried out with the partnership of ATS, BMAC and AIM.

8.2. DoIT update

8.2.1. B. Jackson reported that the university has partnered with Division of Student Affairs to offer laptop and hotspot loans for students in need. Laptop loan is for one year, and a hotspot (with AT&T service) costs \$25 a month. The demands for laptop and hotspot are of the ratio 40%:60%. The loan program is now open for first year students and transfer students. Outdoor wifi coverage is expanded in summer. Students can search on campus map for information. Signage are set up on campus to direct students to available outdoor wifi as well.

8.2.2. J. Santana showed [available software for student virtual labs \(SVL\)](#) for students who need special software for course work. The capacity for concurrent session has increased from 400 to 1000. Students can also use remote desktop to access software.

8.2.3. Equipment such as headsets and webcams for employees can be requested from college tech support. University employees and students can also get discount on personal mobile devices. DocuSign in SSO is made easier to use. Microsoft Teams trainings were recorded and published. The Teams training will be available to students as well. DoIT is working on remote access of office telephones. USU has an open lab for students.

8.2.4. H. Ban inquired the usage of remote desktop on chrome book. B. Jackson can direct students to resources.

8.3. CSULB/college readiness for fall: will discuss more in the October meeting.

8.4. College tech committee: not discussed

8.5. FACT election:

L. Farmer is elected as Chair for 2020-2021 FACT

J. Dawson is elected as Secretary for 2020-2021 FACT

9. Adjournment – 12:17 pm

These minutes have not been approved.

Respectively submitted by
Chung-min Lee