## Faculty Advisory Committee on Technology (FACT)

MINUTES

## Tuesday, October 4, 2016

## 11:00-12:15

## Academic Senate Conference Room, AS-125

1. Present:

B. Allen, M. Aliasgari, C. Deckers, J. Pandya, B. Ransom, S. Smith, T. Travis, T. Yamada, S. Dark, J. Foster, T. Mayfield

Guests: Jennifer Fleming (Journalism)

Absent: J. Joshee, Student Representative (Ashutosh Pandey), CBA Faculty and Staff Council Representatives (TBD)

1. Approval of Agenda and September 2016 Minutes
2. FACT BeachBoard access: JZP will make sure others are added
3. FCS Chair creating own policy, wants to meet with Bengt; he will do so and report back
4. CNSM student went to AD about an instructor requiring laptops in class – we don’t have a policy; some departments loan laptops. Top Hat student response system used in some Biology classes; problematic without smart phones - issue of physical machine(s), access to licenses of software etc. Should incorporate relevant language in revised policy document on instructional technology
5. What title to put on revised instruction policy document? Look at titles of CSUCI, Humboldt, SDSU—“policy on online/hybrid teaching”, “distributed learning” etc. To what extent do we all use technology, regardless of mode of instruction?
6. Relevant policies: 11-07, Syllabi and Standard Course Outline, Course (Notes: it has the online/hybrid/flipped section); 12-02 Student evaluation of teaching; 70-19 TV Equipment, Procurement and Control of (no, I am not kidding; it is dated 1970); Brittany’s policy list (will be uploaded to FACT BeachBoard site); others?
7. What about mode of instruction identifiers for course enrollment (e.g., active learning classroom, flipped, etc.); J Foster asks us to bring Donna Green in at some point, but first we need to identify different modalities.
8. How to approach policy revision? What are the components in the newer policies from other CSU campuses? Which are missing? Which need to be revised by other committees?
9. Certifying online versus face to face courses; most policies don’t require anything, but do make training available to instructors. Course limits should be the same as in face to face; shouldn’t lessen amount of FT/TT faculty (bargaining language in there). Assessment processes not any different from other ones…
10. Assessment practices at the department level – what is there? Cathy – standardize curriculum, who and how? Workload issues…
11. Can we finish a policy by spring? If so, timeline: Oct-Dec folder on BeachBoard for each section, relevant text, links to other documents and policies; Jan-Feb work on draft; March-April consult and send to Academic Senate
12. Questions to address in next meeting: What are the definitions? What is the scope of the policy? What are the key components? Then make assignments…
13. Need definitions of online course, until we do that don’t know what is or should be in there. Fullerton & Fresno have them; instructional designers can help with terminology and other resources. May want to reach out to Ed Tech faculty or other education research people on research based approaches, best practices
14. Need to have a list of the elements in/not in ours, and in others—use the list Marvin sent us of all policies; Sean, Cathy & Tiffini read the other policies; will upload the good ones and comments
15. Also need to look at CSU campuses because of CBA, etc. That’s why we need to look at CSU baseline. But then go well beyond the CSU! Instructional designers can help?
16. Bengt will start a file on BeachBoard
17. Will then need to consult, with CEPC, FPPC, CFA, Faculty Affairs, maybe Terre Allen of FCPD and senate exec as needed
18. Digital technology? Not all ‘technologies’ under consideration-pens, books; would help with scope: ‘digital technology and instruction’ or something. Not just modes of instruction; keeps space open for future technologies… Using digital media to teach too

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

11/1/16

12/6/16

2/7/17

3/7/17

4/4/17

5/2/17