

## Faculty Advisory Committee on Technology (FACT)

### MINUTES

Tuesday, December 6, 2016

11:00-12:15

Academic Senate Conference Room, AS-125

#### 1. Call to Order

Present: B. Allen, S. Dark, C. Deckers, J. Foster, J. Pandya, B. Ransom, S. Smith, M. Yao, and J. Fleming (guest)

(Still need Representatives from CBA Faculty and Staff Council)

#### 2. Approve Agenda and Minutes from November 1, 2016 meeting

2.1. Unable to do because no quorum

#### 3. Announcements

3.1. AVP Dark: received 13 Faculty Advocate applications; had funding for 12, will stretch to 13. Part of the process is to report to FACT.

#### 4. Old Business (Online Course Policy Revision)

4.1. Cal State Online versus CSU Fully Online: CS Online is being rethought. CSU Fully Online difficult to track and see who is doing it, different than CS Online. CSU Fully Online has good readiness self-assessment for students ([https://csrc.collegesource.com/view/csrc\\_assessment.aspx](https://csrc.collegesource.com/view/csrc_assessment.aspx)); is being put into SOAR (AVP Dark).

#### 4.2. Definitions of different modes of instruction

4.2.1. Definitions we have in current policy and practice: traditional class, hybrid, local online (with up to 13% meeting in person; rationale?); distance education classes (not on campus but can meet remotely; includes online courses).

4.2.2. CSUCI has three: standard, blended, online; CSU Fullerton has 4 types; they both have percentages. CSULB Catalog has: traditional (face-to-face), hybrid, fully online.

4.2.3. Complications about how to define the three, for scheduling or in person courses. How about "approximately 50% online" for hybrid? Maximizes scheduling efficiency and provides clear expectation for students.

4.2.4. Online versus onsite (standard or hybrid) terminology?

4.2.5. What about Educause's definitions: onsite, in person; hybrid, online?

4.2.6. Students need to know what the class will be, and scheduling operationally its easier to say approx. 50%

4.2.7. Decided on 3 categories, wrote into the policy draft; need to define them in the policy in paragraph form.

Onsite Standard = Approximately 100% in person  
Onsite Hybrid = Approximately 50% in person and 50% online  
Online = 100% Online, no face-to-face meetings or contact hours

- 4.3. Course Syllabi and Standard Course Outlines
    - 4.3.1. Some gaps! PS 11-07 has listing in item D, specifications, not template for SCO itself.
  - 4.4. Key policy components (use list in CSU Online Education White Paper 2012 as starting point)
    - 4.4.1. #1: clear definitions, we can use them in our revisions. Do we want mentions of active learning classrooms in policy? Danger of aging the policy, but they are different—where to note otherwise? In enrollment services should be coded differently, will be? But should be here?
    - 4.4.2. Whole long list of components. No intellectual property—CO policy and CSULB policy undergoing review right now. Need to look at the components.
    - 4.4.3. AVP Dark posted document with some links too, including WASC & Educause.
  - 4.5. WASC Distance Education Evaluation Guidelines
    - 4.5.1. Bengt talked about some issues; WASC mentions need to go into the policy (#s, proof, etc.). 3 years from next review cycle.
  - 4.6. Assigned tasks
    - 4.6.1. Bengt check in with FPPC chair Torabzadeh and CECP chair Neil Hultgren. Ask if any online stuff has come up, tell them we're doing policy revisions that might touch on them
    - 4.6.2. M Yao reminds us to separate policy and practice
5. New Business
- 5.1. Department of Family and Consumer Sciences Technology Policy Development
    - 5.1.1. BA met with Wendy Reiboldt & Casey Goeller from FCS. They're working on a policy at the department level, primarily with respect to how to deliver a good online course. Might be complementary to ours; Bengt will ask them to present it to us next semester.

Note:

- November 1, 2016 Minutes, unapproved (remain unapproved; will need to approve these and November minutes at Feb meeting)

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

- 2/7/17
- 3/7/17
- 4/4/17
- 5/2/17