## Faculty Advisory Committee on Technology (FACT)

MINUTES

## Tuesday, September 6, 2016

## 11:00-12:15

## Academic Senate Conference Room, AS-125

1. Present:

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

Guests: Marvin Mayo (ATS), Rica Young (ATS), Jennifer Fleming (Journalism)

1. Approval of Agenda: Agenda was approved
2. Chair & Secretary Elections
   1. Chair: Bengt Allen
   2. Secretary: Jessica Pandya
3. Old Business (May 2016 minutes, FACT Annual report)
   1. Minutes approved
4. Review FACT Charge & Roster

Marvin Mayo & Rica Young spoke about the CSU policies and best practices they had seen in their review. Comments from the conversation are listed here (with initials of speakers in parentheses if they were noted by JZP):

* 1. Pressure to take in more students, increase graduation rates, means that online courses will continue and grow
  2. Previous policies and practices at CSULB, entrepreneurial model, complicated by legalities, copyright, etc. ™
  3. Questions and strategic planning needed at the College and Department level as well
  4. Complications with online SPOT evaluation, not for summer (BA)
  5. Issues with quality of instruction, can we have assessment guidelines for all modalities? Not just online? (SD)
  6. The policy we create should be concise, and procedures can be in a changing, more updated version (MY)
  7. The title of the policy is outdated
  8. There is a backlash against online instruction; also, all modes really use technology, all modes concerned with accessibility & copyright (TM)
  9. Three parts: training, evaluation, and quality assurance; ATS is equipped for training and quality work; discussion of Quality Assurance pilot with a few faculty with $ from the CO (RY)

1. 2016-17 work: Online Course Policy, 2003; see all attached documents

Discussion about other policies ensued:

* 1. San Jose State’s policy is “technology intensive, hybrid, and online programs; Bakersfield is “distributed”, Channel Islands “online teaching and learning; East Bay is “online learning and hybrid instruction.” (MM)
  2. We must consider academic technology, best practices, mode of instruction, resources needed, RTP, student success, and legal/ADA compliance issues (TM)
  3. “Instructional technology” is in the SCO, in the GE policy, in the office hours policy, syllabus & SCO policy, etc.
  4. Need to look at our policy, other policies, and internal policies that overlap
  5. Some fauclty and departments ignoring strategic planning, entrepreneurial work continues
  6. Jennifer Fleming, LFP program, interviewing faculty, students, admin about their online experiences.
  7. RGRLL example of training TAs with online course for online course, they’re going to see if there is a difference in terms of student retention

Plans for the next meeting (10/4/16):

Read the current policy: All members

Read other campus’ policies (what is good/bad/etc): Catherine, Sean, Tiffini

Read our policies (overlaps/flags): Jessica (M-z), Brittany (A-L)

Marvin will send along policy link for JZP to forward to all

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

10/4/16

11/1/16

12/6/16

2/7/17

3/7/17

4/4/17

5/2/17

Attachments sent with first meeting’s agenda:

* FACT Charge
* May 3 2016 Minutes, unapproved
* FACT Annual Report
* Policy 03-11, Academic Technology and the Mode of Instruction
* CSU Academic Senate Resolution, May 2016
* IT Strategies Task Force Final Report & Appendix