

Academic Senate Retreat 2011: Connect! Teaching, Learning, and Working on a Digital Campus	
CHALLENGES (RETREAT FEEDBACK)	
<b>Change-related challenges</b>	
	Frustration with constant changes
	Some faculty have feelings of being a dinosaur
	transition from old to new voicemail
	Just migrated to new email
	Too many calendars
<b>Email challenges</b>	
	Email overload
	Keeping up with emails
	Flood of emails
	Struggle with e-mail...cant zero out in box every day because it takes too much time
	150 emails a day
	Too much email and too little time to respond;
	Copied on everyone's email
	Email etiquette
	Losing staff requires increased vigilance on email
<b>General technology challenges</b>	
	Use new technology or will it go away? technology vs. the addiction of technology
	How to control technology, not abuse
	Upsides—technology speeds things up Downside—technology speeds things up
	Keep up with new versions of software. Software is updated on a yearly basis
	From the Technology Support – Getting information out and getting all resources available (e.g., video tutorials) have used by faculty and staff effectively
	Beachnet and ipad not compatible. Incompatibility issues between use of Macs and PCs. Broader technologies
	There is a great deal of frustration with the quality of equipment and hardware on campus.
	Difficulty streaming the campus technology system. network system is very slow on campus
	Clicker...etexts...voice recognition...Gadgets...Twitter
	Is technology used for itself? technology is burdensome
	Beach board when faculty do not use it. Online advising. online instructional supports
	High touch vs high tech balance
	Internet is quite slow at times on campus.
	Supporting jobs vs. supporting technology
	Assuming that technology is always beneficial
	Time saving aspects but problems as well
	Limited time to use/learn/prioritize technology options
	List serves are time consuming
	Too much email and too little time to respond;
	Facebook takes too much time
	Not enough time, especially to deal with new changes (e.g., email changeover) in middle of semester.
	On average 10 hours/week are devoted to learning about software
	Balance and Moderation
	Going paperless but not really
	Space for paper docs—scan in and save
	Taking notes on computer is too linear
	Laptop. Use paper for notes

	<b>Instruction-related challenges</b>
	A variety of interfaces creates challenges
	Difficulty in controlling, whether in class or in constant connectedness
	What is the right amount to allow
	No current policies in place
	Boundaries are a problem
	Multi-modal instruction is limited
	How to encourage conversation outside of class
	Academic integrity is a challenge
	What technology is in the classroom
	Need smart rooms to have consistent interfaces
	How to maximize using for learning in class
	Students watching videos in class. students with special needs still need a present
	Students just paying attention to the powerpoint, not understanding need to develop critical thinking beyond machines
	Inattention is a problem—how will students manage social skills, critical thinking, with the surface world encouraged by technology
	All classes in computer labs – enter the data, produce graphs, read data together using a software that allows effective presentation of the problems, problem structure, and procedures
	How do we consolidate all the technologies for learning and have professors leverage this to facilitate learning
	Learning curve
	Mastering and integrating new techs in the classroom while doing everything else
	Keeping up with more sophisticated technology– exploration and experimentation are often designated to staff
	Don't know "how to" learn more about technology
	Field of Engineering – forced to keep up with technology
	Learning each new version/update of key software
	It would be helpful to have a more accessible IT person.
	When it crashes, I'm helpss.
	Use of Smart Phones – How to do "xyz" is not usually clearly delineated in the Manual
	Process: training sessions, purchase literature, carefully review particular sections after you get familiar with the program
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	<b>Policy, funding, &amp; legal challenges</b>
	Legal problems due to false information
	Laws aren't keeping up with tech innovations, open information
	Keeping up with ADA compliance and copyrights
	Licenses are a challenge
	Online personas for students—consequences
	Lack of funding
	Operating budgets have been slashed due to union votes
	Use of Facebook: privacy concerns,
	No effective policy on social media

<b>Social awareness-related challenges</b>	
	Increasing lack of civility due to non face-to-face interactions
	International students- one-on-one
	Generational gap between students and faculty
	Disconnect between people because of technology. This disconnect affects interpersonal social skills
	Refusal to text, to be constantly connected—survival strategies
	Generational problems
	The challenge is staying off of social networks
<b>Time management related challenges</b>	
	Time saving aspects but problems as well
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INNOVATIONS (RETREAT FEEDBACK)	
<b>Change-related innovations</b>	
	None specified.
<b>Email innovations</b>	
	Organize Emails using folders
	Creating 'folders' on Outlook facilitates the time spent on emails
<b>General technology innovations</b>	
	Community calendaring
	Unified email
	Interactive online email
	Skype is helpful for many purposes
	Powerpoint
	Quizzes with clickers
	Excel can be useful (graphing and else)
	iPhone & iPad
	OneNote. Microsoft. Bullet points
	Dropbox—all things saved to the Cloud and accessed easily
	Mobile app that synchs your mobile device with desktop
	All sorts of apps—for traffic, maps, "stalking," GPS apps
	Convenience provided by tech is good
	Can be keep close to me at all times
	Student Geek Squad
	Cloud based...Portable scanner...Clickers
	We need constant access to databases for large volumes of information in the sciences.
	The Cloud: RTP Committees review of confidential materials (scanned & put on a password protected, secure server).
	Being able to have a help line available 24/7 and by phone since when the technology dies it is hard to get help when you have to send it by technology
	It is wonderful that the campus is wireless all over; it facilitates use of technology beyond the classroom & office.
	Qualtrics-you can have a collaborator for the survey. Doodle for scheduling. Dropbox for file sharing and maintaining.
	Want to see better text to speech
	Eliminate paper

<b><u>Instruction-related innovations</u></b>	
	School districts now provide daily tracking of assignments and grades, creates challenges for us as we cannot provide parents this info for college students
	Department use of Facebook helps to connect students, alumni, and faculty
	Facebook groups for class, student initiated
	Discussion Boards in D2L- virtual poster session
	Podcasts (absences, review)
	Facebook users: connect to families, communicate with students
	Powerpoints, visuals, email.
	Interactive online email
	Best solution - We need a teenager!
	We're available 24/7 on email, so eliminate office hours except for appointments...? Or switch to Skype?
	Using technology and electronic resources in exams to allow more analytical questions (as opposed to memory).
	more technology-oriented pedagogy to start conversations, engage students, not allow drifting off into virtual worlds
	Use of technical software in class to analyze data
	Beachboard drop box is more utilized
	smart rooms everyone
	Want to see better text to speech
	Different learning styles of students—technology creates opportunity
	Change practice and find a middle ground between faculty with one set of expectations and students with another
	Demand training to learn via team or jing or utube
	Use of wiki as a class responsibility to make as perfect as possible – we don't know if we can do this on D2L, but we love this idea
	Digital storytelling in lieu of writing papers is very useful, providing synthesis and analysis
	Tech Fairs followed by continual focus via IT How To's and Tech Counselors
	Online reservations, appointments, ordering, purchasing
	Information literacy addressed in Ed Tech courses
	Use of simulation software for teaching.
	online grade book
	Online quizzes and surveys
	Controlling plagiarism for writing assessment is very helpful, all faculty are encouraged to use Turnitin
	Ways to get beyond bullet points and deepen knowledge
<b><u>Policy, funding, &amp; legal innovations</u></b>	
	None specified.
<b><u>Social awareness-related innovations</u></b>	
	Need to use technology to encourage interaction rather than separation
	Investment in people
	Beachsync is a great tool for students that permits a unique CSULB social network.
	Dragon naturally speaking
<b><u>Time management-related innovations</u></b>	
	Organize Emails using folders
	Use one password to log onto a website that will generate and store passwords
	Syncing of one password (a general one) on campus is a great innovation
	Creating 'folders' on Outlook facilitates the time spent on emails

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BEST PRACTICES (RETREAT FEEDBACK)	
<b>Change-related best practices</b>	
	Implement changes during summer months, not during semester.
<b>Email best practices</b>	
	Don't reply all to a meeting request
	No e-mail at home: will stay after 5, but not at home
	Carve out "no e-mail" time
	Have "opt in" for CSU emails
	Answering email immediately—one touch. Use of folders and archiving
	Cut down e-mail: cut down spam by eliminating cookies (pie in the sky wish). Unsubscribing to unused orgs
	E-mail is also a time saver because you don't have to track people down
	Teach email etiquette
	The ability to create 'folders' on outlook facilitates the time spent on emails and also minimizes the stress involved with reading and responding to them in a timely and professional manner.
	Delete email you don't need, try to get rid of those first
	Minimizing the number of emails in the inbox (under 100 in the inbox)
	Don't have work email on personal devices
	Faculty: Answer email early and often.
	Using folders for email is useful for advising and record keeping
	Never check email in the morning
	Color code in the email, highlight emails need to go back to
	The ability to create 'folders' on outlook facilitates the time spent on emails and also minimizes the stress involved with reading and responding to them in a timely and professional manner.
	Keep Thunderbird as a email client.
	Not change our e-mail address :-). Actually, I think the move to Outlook Exchange is good.
	Link voicemail to email
	Increase the capacity and easy accessibility out of campus.
	More space for our email accounts.
	Improve the spam filters. Overall good, but more emails have leaked into the system in the past year.
	Be better at providing alternate forms of email usage.
	Offer training or workshops on how to improve email efficiency
	Discourage Reply All e-mails.
	Provide training on an on-going basis for beginner and mid level users.
	Discourage or filter out vendor emails.
	Educate the community about not relying on "reply all" to group messages where everyone doesn't need it.
	Offer a class that would include grammar/spelling and ethics including what bullying is and how it is used.
	Allow separate email accounts for faculty to use for listservs or other non-essential email such as from professional organizations

<b>General technology best practices</b>	
	No device at home
	Stop computer-based interactions by early evening.
	Commit to boundaries
	Allot certain time for access to technology and then not accessing it during personal time.
	Draw a line between work and personal email
	Put your work up on the cloud in an organized format, accessible everywhere
	Use doodle
	Develop Faster App
	Help with blog construction
	More online tools, file sharing and storage, larger file transfers, web based presentations, doodle, etc.
	Build more efficient websites
	Greater training and then requirements for faculty/administrators using email/electronic communication.
	Encourage the use of iclickers in class to keep class involved in the lectures
	Offer a calendar on Beachboard (or wherever) for instructors to upload due dates and exam dates. This would allow me to have one calendar with all of class assignments and exam days to be in one place.
	Stress student responsibility to check assignments rather than having faculty emailing students reminders, etc.
	Install more power outlet on campus
	Get administrators to stop sending so much "information", just keep to what needs to be done, or answered.
	Keep up with software advances
	Offer educational sessions & training
<b>Instruction-related best practices</b>	
	Develop standardized expectations that faculty can post on syllabi for information related to etiquette, civility (e.g., don't post lectures on U-Tube)
	Develop information literacy in students (e.g., class exercise with Wikipedia showing how easy it is to change information)
	Engage in a discourse which allows students to use technology as a tool rather than as the thing itself
	Dragon Dictation—instead of taking notes—great for notes, research, letters
	Orient students to balance i.e. help them understand that in order to get the most out of their learning experience, Facebooking during class is not the best idea
	Ethics—making students conscious of pitfalls of technology, the shallowness of searches, the possibilities that information or data from many sources is poor and needs to be questioned
	Immediate access to CCPE computer lab
	Smart rooms with consistent interfaces
	Elmo opaque projector
	Use of diverse software in classrooms to interact with students, develop examples, simulate problems and problem solving in a time-efficient manner, and facilitate applications when applicable
	Students often don't respond to CSULB account messages, so obtaining personal email addresses and cell phone numbers for calling or texting is important.

<b><u>Policy, funding, &amp; legal best practices</u></b>	
	Develop University statement on video recordings
	Simplify the policies and processes that cause so many emails and confusion
	Develop some civility policies related to emails for all to follow
<b><u>Social awareness-related best practices</u></b>	
	None specified
<b><u>Time management related best practices</u></b>	
	Do not procrastinate
	Do not get behind
	Be proactive instead of invited
	Practice wise time management for prioritization