## Faculty Advisory Committee on Technology (FACT)

## MINUTES

## Tuesday, April 5, 2016

## 11:00-12:15

## Academic Senate Conference Room, AS-125

1. Call to Order

R. Toossi, P. Jaikumar, S. Adams, J. Pandya, F. Vasilomanolakis, T. Travis, L. Moske, J. Foster, B. Allen, M. Aliasgari, S. Dark, M. Harwell, T. Yamada, S. Adams, M. Mayo

1. Approval of Agenda
2. Approval of Minutes from 2/2/16 (no meeting 3/1/16)

1. Announcements:

Charge & Roster changes passed and approved

CIO: Min Yao, UCSD, coming on or around May 1

Teri Yamada, new CLA rep, joining us

1. Online Policies: What we have, don’t have, and what we might need - How FACT can help Academic Technology – Dr. Shawna Dark & Marvin Mayo – ATS Instructional Designer

* Survey done of other CSUs – Policies in CSU system indicated the following areas:
  + Definitions of online learning
  + Faculty issues
  + Student issues
  + Technical issues
  + Miscellaneous issues
* Recommended Components by CSU
  + Definition of terms
  + Curricular control
  + Class size
  + Intellectual Property position – right now, if instructor is paid an incentive by the University to design a course from F-2-F to Online, University owns the course…not instructor.
* Items in Current Policy – what is missing? – Just about everything—see the CSU CO white paper on what policies should have (document on D2L)
* Strategic Planning with Departments
  + Objectives
  + Feedback about BeachBoard, Classroom Support, vision to build out plan.
  + Discussion about faculty requirements for training before they can teach an online class….it’s the departments call.
* What policies are department responsibilities and campus responsibilities?
* Who can teach classes if one instructor went through training and the other instructor did not?
* What relationship is there between our policy and the syllabus policy (created by CEPC?) with the boxes we check for online, in person, hybrid/distance?
* Instructors to be held to a standard of teaching for online?
* Quality Assurance of online classes measurement in regards to QOLT, issues of training, and of RTP, and class/work assignments
* Student side issues – Biggest issue for students is Instructor accessibility and availability in online courses
* What do students need to know technology-wise?
* Departments decide what classes are taught online…priority to giving courses to instructors.
* How to get online course QOLT certified?
* International students can take online courses? How about hybrid courses for international courses – Steve Adams brought this up.
* Cap course enrollments, especially for online…too many students, too difficult to handle.
* List of what needs to be up to the departments and what should be determined by administration or academic technology.
* Review of old online courses – QOLT?
* QOLT certification – will hear more about this at the next meeting.
* Future certification of online courses
* 5-10 minutes of QOLT next meeting

JZP will talk to Praveen Soni (Senate Chair) to ask about next steps for who takes up revisions to the 2003 Online Course policy (the Senate Executive needs to decide and/or assign it to FACT, and then it can go to CEPC after to see if it impinges on curriculum policy).

Future meetings:

5/3/16

Minutes approved 5/3/16