

# memo

## Academic Technologies and Innovation

To: Dr. Sam Sudhakar

From: Mauricio Cadavid

CC: Dr. Bradford Owen

Date: 7/06/2021

Re: H-LTLA Application Project Letter Signature Request (HETS)

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Dear Dr., Sudhakar,

Thank you for your support of my application to the HETS Leadership Academy.

As you know, I will be developing the Next Generation Smart Classroom (NGSC) training program for faculty who will be teaching in our newly upgraded classroom for Fall 2021. This project is aligned with The Best Practices in Cosynchronous Teaching Course which is a central part of a larger effort to increase the use of our NGSCs. The project will consist on various elements: a self-pace asynchronous and a face-to-face demonstration in the NGSC classroom. The first element is the asynchronous course that is based on the Chancellor's Office HyFlex program I recently completed but, for our project, it will be focused exclusively on the pedagogy and best practices of hybrid and smart classroom teaching. The next element will be a one-hour on-site training in how to use the new classroom equipment, meaning both the individual elements of the classroom (microphones, monitors, cameras) and the integrated system as a whole. As you also know, our Provost is offering each faculty member a \$1,500 stipend to take the two elements of our training program and to commit to allowing students to attend their classes remotely. Thus, our Best Practices in Cosynchronous Teaching Course will be implemented as part of a larger effort to increase flexibility of students' attendance mode. Shortly before the start of the Fall 2021 semester, the funded program and our course will be offered to all faculty who are teaching in NGSC classrooms, which we estimate to be 500 instructors. As many of these 500 as want to participate will go through the course (including knowledge checks) on a self-guided basis in Fall 2021.

I believe that the successful completion of this project is in line with the HETS Learning Technologies Leadership Academy in such that everything I will learn at the academy will be directly applied to the NGSC as follows:

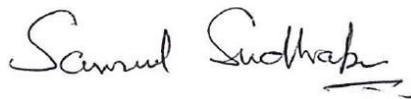
- Academic Technology: the NGSC will be designed, developed, and delivered through our Academic Technologies and Innovation (ATI) office and it will include all the academic technologies available to our faculty.
- Online Learning: The NGSC project will not only be delivered online, but it will be designed with the same rigor that we design our quality of online learning/teaching courses. The faculty that will join the program will be exposed to best online practices as well as they guided through the elements necessary to deliver online and distance learning courses.

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- Instructional/Curriculum Design: the NGSC project is a demonstration of effective instructional curriculum design, and one of the goals include preparing faculty to develop and deliver instructionally sound courses under the cosynchronous teaching model.
  - Teaching and Learning: the NGSC project will be a great example to our faculty of what effective teaching and learning methodologies are in a cosynchronous mode. There are elements of the asynchronous component of the project that guide the faculty through the fundamentals of teaching and learning in a cosynchronous classroom.
  - Project Management: due to the large scope of this project, I will be managing the different phases of the project. From inception, design, delivery, and assessment. Consequently, during the Fall 2021 semester, it will become necessary to manage, monitor, adapt and assess the project participants as well as the project effectiveness.
  - Administration and Quality: Along with the director of ATI, Dr. Bradford Owen, and another instructional designer colleague, the NGSC project will be administered and assessed for quality. During and after completion of the project, assessment measures will be implemented to evaluate the effectiveness and quality of the project by the faculty participants.
  - Professional Development: completing this three-hour course, faculty will receive PD credit.
  - Data for Digital Learning: as everything that we do in ATI, data will be collected through our LMS, as well as data collected through the use of the digital tools available to the faculty. This data will be used as metrics for quality assurance as well as internal evaluation of the effectiveness of faculty digital learning.

If you approve this project, would you please sign and return by reply the attached HETS project proposal?

Kind regards,  
Dr. Mauricio Cadavid

I approve this project proposal.



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Dr. Samuel Sudhakar, VP for Information Technology Services  
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