



**MINUTES OF MEETING:** Monday, September 25, 2023

**PRESENT:** L. Villalobos (A&L); Yalan Feng (B&E); Adelaide Doyle-Nichols (CoE); Curtis Wang (ECST); Jingjing Li (NSS); Sheree Fu (LSA); Kathryn Hillstrom (EPC Liaison); Catherine Haras (Executive Secretary, Non-voting); Jeff Suarez-Grant (DAT, Non-voting); Leon McNaught (ITS, Non-voting)

**EXCUSED ABSENCE:** Sierra Cordova (HHS);

**ABSENT:** (College of Ethnic Studies); (ASI Undergraduate Student); (ASI Graduate Student Representative);

1. **Call to order:** 12:17 PM
2. **Approval of the agenda:** Approved M/S/P
3. **Introductions:** Leon McNaught from ITS introduced himself
4. **Approval of minutes of September 11, 2023:** Approved M/S/P
5. **Announcements:** N/A
6. **Intent to raise questions:** N/A
7. **Time-certain from M. Garcia, Associate Dean, Office of Undergraduate Studies, and Executive Director of Enrollment Services:**
  - Discussed changes to policy language, emphasizing the shift to sync/async/TBA instruction mode from online/hybrid, as per EPC's recommendation. She mentioned efforts to improve communication to students and help schedulers understand department and college-level choices.
  - The online orientation mechanism was discussed, highlighting the need for a module with a survey to engage schedulers. The absence of deep integration with Qualtrics was noted.
  - *J. Suarez-Grant* provided [survey link](#) for Online Student Orientation for committee's review and further discussion.
  - The need for predictable scheduling patterns was emphasized.
  - *A. Doyle-Nichols* provided an extended version of 99 Template to include sync/async, which is used as a guide by the Curriculum Review Committee. Clarity in GET regarding student expectations was stressed.
  - OCDP Course mapping activity was mentioned.
  - The need to train in-house experts who understand online/hybrid courses was highlighted.
8. **Reports:**
  - a. CETL/DAT reported that they are offering hybrid options for Spring 2024 and piloting projects in partnership with ITS. They mentioned the upcoming offering of experts at large programs.
  - b. ITS reported that an audit of the ATI program by the Chancellor's Office began on 9/20 and may run for seven weeks. This is the first official audit since 2014. They are working on revising the instructional materials policy. Auditors may contact CETL members for interviews about instructional materials and accessibility initiatives.
  - c. EPC: No reports

9. **Nomination of AIRS Liaison to the Open Access Task Force:** *Tabled*
10. **Policy Prioritization:** *Tabled*
11. **Old Business:** *Tabled*
  - a. Updated LMS Course Access Draft
  - b. *Classroom Policy and Recording Policy (EPC)*
12. **New Business:** *Tabled*
  - a. Faculty Experience with technology survey (Sheree Fu)
  - b. Accessible Instructional Materials Policy
  - c. Online Student Orientation Policy
13. **Adjournment:** 1:31 PM