

**MINUTES OF MEETING:** Monday, October 9, 2023

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

**EXCUSED ABSENCE:** Kathryn Hillstrom (EPC Liaison)

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

1. **Call to order:** 12:17PM
2. **Approval of the agenda:** L. Villalobos M/S/P
3. **Approval of minutes of Sept 25, 2023:** A. Doyle-Nichols M/S/P
4. **Announcements:** N/A
5. **Reports:**
  - a. CETL/DAT/ITS

An accessibility course remediation process was discussed in light of a current CO ATI audit. This is currently being piloted in OCDP to meet QM criteria. A reminder that faculty may check the accessibility of all documents placed in their Canvas course shells via Ally. All faculty interested in creating NEW accessible materials are strongly encouraged to take the AIM workshops that CETL offers. Wide roll-out of request form will be available to the campus community in Spring 2024.

ITS (L. McNaught will remediate ANY materials faculty send). More complex remediation projects are being sent to the CSU-wide remediation contractor. Audit is due to be completed next week.

- b. EPC: The last EPC meetings was spent talking about the Library Subcommittee's proposed modification to its Charge and Membership. There did appear to be overlap between the updated charge with what AIRS does.

**6. Intent to Raise Questions:**

*A. Doyle-Nichols:* Can we develop a better method in GET that allows students to have a better understanding of the meeting time (days and times) and mode of instruction.

*L. Villalobos:* Would ITS be able to add blu-ray and DVD player features to the room scheduling requirements form? Can we negotiate package pricing for streaming platforms?

*J. Suarez-Grant:* Given that students are using streaming services for coursework, especially in media dependent academic departments, where are campuses resources to support streaming or purchase of physical media to support performance rights?

*C. Wang:* Do we have a dashboard or tracking on the number of courses that have yet to have accessible instructional materials? How prescriptive do faculty (including EPC) want regarding course material remediation?

*S. Fu:* Do all course reserves require that documents are accessible?

*L. Villalobos:* Through what mechanisms can faculty raise joint issues involving both technology and fiscal policy?

*J. Li:* What is the reporting mechanism for malfunctioning classroom computers? Classroom computers are old and they need to be updated on a regular basis, as they have freezing issues. We also need more T-FLEC rooms.

**7. Nomination of AIRS Liaison to the Open Access Task Force:** Tabled

**8. Policy Prioritization:** Chair will send out ranked choice vote on policies derived from old/new business and IRQs.

**Old Business:** Tabled

1. Smart classroom technology survey report
2. Updated LMS Course Access Draft
3. Classroom Privacy and Recording policy (EPC updates on Senate floor).

**New Business:** Tabled

4. Faculty experiences with technology survey (S. Fu)
5. Accessible Instructional Materials policy
6. Online Student Orientation policy

**9. Adjournment:** 1:22 PM