



MINUTES

MINUTES OF MEETING: Monday, October 23, 2023

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

EXCUSED ABSENCE: Jingjing Li (NSS)

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

1. **Call to order:** 12:20 PM
2. **Approval of the agenda:** K. Hillstrom M/S/P
3. **Approval of minutes of October 9, 2023:** A. Doyle-Nichols M/S/P
4. **Announcements:** N/A
5. **Reports:**
 - a. CETL/DAT/ITS:
ATI Audit: The audit findings highlight several crucial issues related to accessibility in instructional materials. The first major concern is the lack of a formal requirement for instructional materials to be accessible, which needs immediate attention. The audit also points out the need to address document compliance on websites and emphasizes the importance of checking website accessibility regularly.
 - b. EPC:
Primary focus was on discussing the Academic Honesty Policy. One significant issue that arose, involving the Office of Student Disabilities (OSD), concerned faculty's request for students to come on campus to take online exams. The committee decided to add a sentence to the policy to emphasize the importance of ensuring that all students required to be on campus for proctored exams must be present. The meeting also briefly mentioned an upcoming public comment period and the transition of the policy from EPC to the Senate, making it accessible to all faculty members.
6. **Intent to Raise Questions:** N/A
7. **Policy Prioritization Survey Results:** Committee members reviewed the results and joined breakout rooms to work together on revising policies and writing memos.

Old Business: Tabled

- a. Smart classroom technology survey report
- b. Updated LMS Course Access Draft

New Business:

- a. Faculty experiences with technology survey (Sheree Fu) - *Tabled*
- b. Accessible Instructional Materials policy - *Pending Revisions*
- c. Online Student Orientation policy - *Pending Revisions*

8. **Adjournment:** 1:30 PM

Academic Information Resources Subcommittee