



## MINUTES

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**MINUTES OF MEETING:** Monday, November 6, 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); Sierra Cordova (HHS); Kathryn Hillstrom (EPC Liaison); Jingjing Li (NSS)

**EXCUSED ABSENCE:** Leon McNaught (ITS, Non-voting);

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

1. **Call to order:** 12:27 PM
2. **Approval of the agenda:** M/S/P
3. **Approval of minutes of October 23, 2023:** M/S/P
4. **Announcements:** N/A
5. **Intent to Raise Questions:** M. Hillstrom: "Who has the listserv for students (Can send emails to all students)?"
6. **Reports:**
  - a. CETL/DAT/ITS: Review of OCDP completion rates (which improve online learning) and the spring OCDP Hybrid program; preview of the ATI accessibility campus initiative/campaign for 2024 (CETL/ITS); Committee suggests badging.
  - b. EPC: Discussion of what constitutes graduate committees.
  - c. ITS: N/A
7. **Revised Accessible Instructional Materials Policy:** Policy revisions discussed.
  - a. Ask G. Centeno as a time certain to AIRS
8. **Online Student Orientation policy:** Discussed new data from IE demonstrating high rates of non-completion for face-to-face courses in the lower division, than online or hybrid courses.
  - a. Ask S. Moon to a time certain to clarify recent data on course completion rates by modes
  - b. Reviewed CAS/Advisement FTF and Transfer course shells. No orientation to the LMS is currently required: AIRS discussed a short policy requiring Canvas orientation for incoming students; Memo to SPC.
9. **Old Business**
  - a) Smart classroom technology survey report
  - b) Updated LMS Course Access Draft
10. **New Business**
  - a) Faculty experiences with technology survey (Sheree Fu)
11. **Adjournment:** 1:30 PM

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**Academic Information Resources Subcommittee**