



MINUTES

MINUTES OF MEETING: Monday, February 12, 2024

PRESENT: 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); Leon McNaught (ITS, Non-voting); Christopher Harris (A&L)

EXCUSED ABSENCE: n/a

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

1. **Call to order:** 12:17 PM
2. **Approval of the agenda:** M/S/P
3. **Approval of minutes of November 6, 2023:** M/S/P
4. **Announcements:**

- a. **Revised AIM Syllabus Alt Media Policy passed EPC**

C. Haras: The policy was submitted to Senate. There are about 16,000 severely inaccessible files. The focus now is on persuading faculty to agree to remediation.

L. McNaught: Discussed efforts to improve accessibility, including training and remediation work and highlighted challenges in maintaining progress due to staff turnover.

- b. **CO audit report**

J. Suarez-Grant: Chancellor's Office Audit Report emphasized the need to use Ally Awareness Tool for remediation. Academic affairs, faculty affairs, campus accessibility team and CETL are working together to identify a procedure.

- c. **New CIO, Berhanu Tadesse, is scheduled for time-certain on Feb 26, 2024 at 12:30 PM**

5. **Reports**

- a. **CETL/DAT/ITS:**

C. Haras: Discussed the frequency of sending emails from CETL and proposes sending them once a month or every other week to avoid overwhelming faculty.

Committee suggested highlighting important workshops and articles while making emails more concise and expressed overall preference for staying informed but preventing email fatigue.

- b. **EPC: N/A**

6. Intent to Raise Questions:

A. Doyle-Nichols: Is there a chance the campus will be purchasing an enterprise license for ChatGPT?

J. Suarez-Grant: The campus currently has access to Microsoft Co-Pilot as an alternative to ChatGPT.

A. Doyle-Nichols: Where are the student opinion surveys housed? There's an issue on our campus with students not filling them out.

J. Suarez-Grant: Currently the surveys are being run out of PeopleSoft. There are about 11 campuses who use Class Climate – a product by Scantron, which has a deeper integration with GET and Canvas. It's not easy to implement something as complex as this.

7. Cheat sheet for Chairs regarding Accessibility: Will be emailed to the committee with feedback from the Dean's Council.**Old Business:** Tabled

8. Online Student Orientation policy
9. Smart classroom technology survey report
10. Updated LMS Course Access Draft

New Business: N/A**Adjournment:** 1:24 PM

Academic Information Resources Subcommittee