CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MINUTES

MINUTES OF MEETING: Monday, March 25, 2024

PRESENT: Christopher Harris (A&L); Adelaide Doyle-Nichols (CoE); Curtis Wang (ECST); Catherine Haras (Executive Secretary, Non-voting); Jeff Suarez-Grant (DAT, Non-voting); Sierra Cordova (HHS); Jeffrey Lam (ITS, Non-voting); Elizabeth Miller (NSS)

EXCUSED ABSENCE: Kathryn Hillstrom (EPC Liaison); Sheree Fu (LSA); Yalan Feng (B&E);

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

1. **Call to order:** 12:16 PM
2. **Approval of the agenda:** M/S/P
3. **Approval of minutes of March 11, 2024:** M/S/P
4. **Announcements:** n/a

5. **Reports:**

   a. **CETL/DAT:**
   C.Haras: CETL's future programming survey has received responses from 140 faculty, with a goal to reach 200 to ensure the results are representative. So far findings indicate clear preferences with programs like ACUE and OCDP; Faculty members are divided in their perceptions and interests towards AI and its applications in education.

   J.Suarez-Grant: Provided an update on accessible instruction materials initiative for the Fall 2024 semester. Communication toolkits being developed for various stakeholders, including department chairs and college deans. Outreach to faculty regarding accommodation requests will start after student registration for classes on April 15th. Participants will receive an "Accessible All-Star" badge. So far, 126 faculty have requested remediation services.

   b. **ITS:** *J. Lam:* ITS is looking into textbook remediation and bringing more resources to COD.

   c. **EPC:** n/a

6. **Intent to Raise Questions:**
   S.Cordova: Given that many lower division students are not familiar with true online learning expectations, may have misconceptions, and generally would benefit from proactively learning how to be successful in an online course — is the implementation of an online learning orientation aimed at lower division students on the radar for student success arms of the university (e.g., CAS, Student Life.); any interest in requiring students to participate in a web-based orientation?

   A. Doyle-Nichols: What plans does the campus/ITS have for gathering input and providing an Generative AI enterprise product license for faculty, staff and students and protecting proprietary information with the use of this product? When would the adoption occur and is a Fall 2024 timeline possible?

Old Business:
7. **Online Student Orientation policy**

   S.Cordova: Questioned the relevance of continuing to focus on this issue and sought opinions on whether to pursue strategies like providing a more formal orientation for students about online courses.

   Committee discussed strategies such as formal orientations or embedding an orientation module directly into course materials. There's a consensus on the necessity of clear communication about the expectations from an online course and whether students grasp the distinction between remote teaching during the pandemic and structured online learning.

8. **Smart classroom technology survey report:** *Tabled*

9. **Updated LMS Course Access Draft:** *Tabled*

New Business:
10. **Follow-up new technologies input: TurnItIn and Perusall (Gen AI):**

    J-Suarez-Grant: Chancellor's Office negotiating TurnItIn purchase. Most campuses are not renewing it. Cal State LA will renew for two years and look for a new tool after.

    A proposal for an enterprise-wide AI licensing agreement was discussed, emphasizing the importance of faculty input in selecting AI tools that respect privacy and protect proprietary information, including intellectual property.

Adjournment: 1:20 PM

Academic Information Resources Subcommittee