Academic Information Resources Subcommittee (AIRS) MINUTES APPROVED   AIRS17-08
MONDAY, March 12, 2018
12:15-1:30 P.M.
ADMN 313

PRESENT:; D. Raymond (Chair); S. Baker (LSA); C. Haras (Exec Secretary/recorder); K. Fisher (NSS); A. Doyle-Nichols (Vice Chair); S. Keslacy (HHS); Christopher Harris (A&L); A. Jamehbozorg (EPC Liaison); J. Solis (ITS) Adrienne Lopez (Notetaker); B. Bondad-Brown (CETL)

EXCUSED:
ABSENT: B&E (VACANT); VACANT (ASI)

1. **Call to order** 12:17 pm
2. **Approval of 3/12/18 agenda** m/s/p
3. **Approval of minutes 2/26/18** m/s/p
4. **Announcements:** William Hess no longer serving on AIRS; B&E also still has no representative; FIPC was made aware of AIRS' existence and may report to the provost that AIRS is a committee who should review hybrid/online policy
5. **Intent to raise questions:**
   a.   **A. Doyle-Nichols-**Can adobe in the labs be updated more frequently to match Adobe CC use in classes?
      i.   **Response -J. Solis-** ITS will look in to the room. Notice goes out each term for requests about updates, this should be listed in those responses. **(Notes from Jason Included Below:)**
   - **Discussion:**
      o   Hybrid
         ▪ Links sent by B. Bondad-Brown provided a lot of information. A lot of variance in policy. Many good takeaways – see summary
         ▪ Form to attach to course proposal verifying ability to teach Hybrid was useful.
         ▪ A mapped example would be useful to provide to those evaluating hybrid readiness.
         ▪ Expectations should be added to a syllabus
         ▪ Need to check the curriculum handbook for existing policy describing course modification
      o   Things to consider: Mandatory DIY Hybrid; QM Certification
      o   How many unapproved hybrid courses are happening
      o
6. **Reports:**
   a.   **CETL:** Canvascon coming to Cal State LA; Provost working on ATI Workgroup- Textbook adoption/captioning; Starting an inclusive pedagogy series – Topics include: diversity issues, self-care. Workshops will also be available as webinars. ; CETL is growing. Hired a new LMS specialist and Search for new ID continues.
   b.   **ITS:** Technology classrooms are equipped with a variety of equipment and software to support the instructional technology needs of the university community. There are three types of technology classrooms.

Electronic Classrooms (ECs): ECs include an instructor's station and a computer for each student. These rooms also include a multimedia projector, screen, speaker, and chalk or marker board.

Technology Enhanced Classrooms (TECs): TECs include an instructor's station as well as a multimedia projector, screen, speaker, and document camera.

Lecture Halls (LECs): LECs have the same basic configuration as TECs, but include a PC and a Mac and have a much larger seating capacity.

http://www.calstatela.edu/its/technology-classrooms

Instructional Software Information (Faculty)

Information Technology Services (ITS) is responsible for installing software in the Open Access Labs (OALs), Electronic Classrooms (ECs), and Technologically Enhanced Classrooms (TECs). Please see the table below for the specific due date for each quarter.

Software Installation Timeline

End of 8th Week of current semester - Deadline for software installation requests
Beginning of 12th Week of current semester - Testing of software by requestor for functionality
Term Break - Software installed in OALs, ECs, and TECs by ITS

Software Installation Request Deadlines

Software installation requests must be made at end of the 8th week of current semester.

http://www.calstatela.edu/its/services/software/instructsoftwarerequest.php

Desktop Software Services

The Desktop Service Software (DSS) is the base installation on University computers. The DSS is preconfigured to work with the campus infrastructure, and includes the operating system, productivity, security, and licensed software (e.g., Microsoft Office) appropriate for a particular machine.

There are a number of classrooms on campus called **Electronic Classrooms (EC)** dedicated to instruction through the use of instructional software. Locations and specification information can be found on the Electronic Classroom (EC) Lookup Page.

Note: Please contact your ITC for information on updating your desktop machine or your DSS version.

http://www.calstatela.edu/its/services/software/dss.php

   c.   EPC: In regards to questions about copyright guidelines – Library is in charge and EPC will reach out to see if they have guidelines available online or plan to provide those.; In regards to online courses and expecting training from faculty to teach- EPC will charge AIRS with creating policy and providing recommendations.; EPC has discussed course outcomes and assessment –still in discussion about proposals for new GE courses.

   7. **Next meeting:** April 9, 2018
   8. **Adjournment:** 1:35 pm