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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Subcommittee (AIRS) MINUTES

MINUTES OF MEETING: Monday, February 14, 2022

PRESENT: K. Faulkner (Chair, LSA); C. Wang (ECST); C. Haras (Exec Secretary) A. Doyle-Nichols (CCOE); B. Bondad-Brown (DAT); A. Elmani (note taker); J. Solis (ITS); K. Bezdecny (NSS); S. Xing (CBE); L. Villalobos (A&L); D. Valdez (ASI Undergraduate Student); K. Fisher (EPC); E. Winokur (HHS); Leon McNaught (ATI)

EXCUSED ABSENCE:

1) **Call to order** 12:17PM
2) **Approval of 2/14/22 agenda: approved MSP**
3) **Approval of minutes of 11/08/21: approved MSP**
4) **Announcements:** *K. Faulkner: Last Senate meeting, Maintaining Educational Continuity in the Context of Campus Emergencies and Disasters Policy passed by Senate, awaiting President's office approval.*
5) **Intent to raise questions:** *K. Fisher: Is there a process in place that allows faculty to request extended email access to students after they graduate? Answer: J Solis: Students have access to their accounts for 1 year after graduating and then can be added as volunteers by the department.*
   K. Fisher: If hired as a volunteer do students receive a new CIN or new account associated with CIN? J Solis: "Different life cycle policies in HRM for students, volunteers and staff. That is what is applied at termination of sessions."
6) **Reports:**
   - CETL/DAT: Online Teaching "certification": Please ask your college to define what certification is required to teach online or hybrid for the department as CETL does not specify or control this: faculty virtual writing showcase starts today (Check your CETL Monday email for link)
   - ITS: The Chancellor's Office Common Network Initiative has started for our university. This systemwide program has begun to replace baseline Network Infrastructure throughout all buildings. The work is being performed after hours from 10:00pm to 6:00 am and will complete by the end of April 2022. All Maintenance schedules are posted on the ITS Maintenance web pages https://www.calstatela.edu/its/maintenance. Our University is upgrading the technology in our classroom spaces. TEC Lecture Capture classrooms are being installed to support remote programs. The project started in Dec 2021 and will complete in Dec 2022. There have been twelve lecture capture TEC rooms installed for Spring 2022. There are 44 Lecture Capture rooms scheduled in total and an additional 184 standard TEC room upgrades scheduled over the next twelve months.
   - EPC: EPC discussed CCOE's memo explaining their decision to request that the President approve their proposal to not renew their Charter with the Chancellor's office this cycle.

Standing Business
7) Re-consider the content of *Hybrid and Online Learning and Teaching* policy and strategize priorities for other individual policies for overarching needs. Discussion continued.
   i) A portion of the *Hybrid and Online Learning and Teaching* policy was incorporated into the policies EPC put forth on Course Proposals and Course Components. What if anything should be in another policy(s)? Discussion of whether subsequent, discreet policies are required given current climate.
      (1) Action item: please review the following policy (in Word doc) and comment for next meeting: REVIEW_COPY_ARIS 20-3 Hybrid and Online Learning and Teaching Policy
   ii) See the 2019 brainstorming document for an overarching policy for context on possible additional policy needs

https://docs.google.com/document/d/1PA5OL9dTis7FS6R_J8ehLDLJIIjWjKS4jIQxJmoS1Fw/edit?usp=sharing

8) Review and consider updates to the *Accessible Instructional Materials* policy. Discussion; campus is behind on ADA requirements

TABLED

9) LMS Course Access in Emergencies/Substitute Teacher Policy awaiting review from Diane Fazzi

10) Adjournment m/s/p 1:24 PM