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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Subcommittee (AIRS) 16-04 **APPROVED** MINUTES

MONDAY, November 14, 2016

12:15-1:30 P.M.

Virtual Via ZOOM

PRESENT: A. Doyle-Nichols (Chair); K. Ruiz-Mesa (A&L); C. Haras (Exec Secretary/recorder); D. Raymond (Vice-Chair); A. Jamehbozorg (EPC Liaison); E. Winokur (HHS); B. Bondad-Brown (CETL); K. Yamazaki (NSS); J. Solis (ITS)

EXCUSED Absence: S. Baker (LSA)

ABSENT: ASI (VACANT); B&E (VACANT); J. Bersig; M. Lee

1. **Call to order** 12:22 pm
2. **Approval of 11/14/16 agenda** m/s/p
3. **Approval of 10/24/16 minutes** m/s/p
4. **Announcements:** None
5. **Intent to raise questions:** None.
6. **Zoom Guideline (procedures/protocols): ADD:**
 - a. Use group chat function to make motion, m/s/p agenda + minutes;
 - b. Make sure there is a steady/robust connection.
 - c. Minutes and agenda should be emailed ahead of time
 - d. Other docs should be placed in AIRS folder on One Drive (ADN will create)
7. **Time Certain: 12:30-1:00 Chengyu Sun**
 - a. Demonstration of ECST LMS (CS Network Services/CSNS); web-based, open source.
8. **LMS survey:** B. Bondad-Brown demo'd the finalized LMS needs assessment survey. Good to go-
 - a. Enable faculty and staff access in portal (C. Haras)
 - b. Enable student access to survey in Moodle (BBB)
 - c. Multiple emails (Academic Senate; will run through the end of fall 2016 semester).
 - d. Survey closes 12/31/16
 - e. Members: Please remind your faculty!
9. **Reports:**
 - a. **CETL-** Convening LMS Task Force; Hybrid call for development program.
 - b. **ITS-** Maintenance on Moodle archive for 15-17 on November 17 and 18 (48-h maintenance)
 - c. **EPC-** Post-bac requirements discussed; passed graduate writing requirement; Provost time certain on changing admissions policy and grad writing assessment requirement.
10. **Next meeting:** November 28, 2016
11. **Adjournment:** 1:18 pm