Academic Information Resources Subcommittee (AIRS) MINUTES APPROVED   AIRS17-04
MONDAY, November 13, 2017
12:15-1:30 P.M.
ADMN 313

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

1. **Call to order** 12:18 pm
2. **Approval of 11/13/17 agenda** m/s/p
3. **Approval of 10/23/17 minutes** m/s/p
4. **Announcements:** Writing across curriculum workshops & Writing with tech workshops given through writing center- Please announce.
5. **Intent to raise questions:** None
6. **Committee Status:** Discussing the recommendation given to EPC regarding status as standing committee, subcommittee, merging with other committees or council.
    a. AIRS to investigate the breakdown of communication between AIRS and EPC
        i. Previous recommendation to be standing committee left unanswered. (2014)
    b. More needs to be known about structure of IT Governance in IT strategic plan document
    c. AIRS Charge needs to be updated to reflect most recent technologies and priorities.
    d. Policy topics to be explored:
        i. Secure Data Retention
            1.   Keslacy will provide bullet points for next meeting.
        ii. Research space/tools
        iii. Retention of LMS Archives
        iv. Hybrid/Online Quality Assurance
        v. Faculty and Technology admin rights
7. **Reports:**
    a. **CETL:** Canvas- 109 Faculty sandboxes requested. 88 created. 40 took survey. No major concerns. AIRS will draft final recommendation for next meeting. Campus announcement about Qualtrics release coming soon.
    b. **ITS:** No Update
    c. **EPC:** 10/25 Approved memo from GS to outsource GE Proposals with W/I, C/L overlays to curriculum subcommittee. 11/1 No Meeting. 11/8 No Quorum
8. **Next meeting** November 27, 2017
9. **Adjournment:** 1:19 pm