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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Subcommittee (AIRS) MINUTES APPROVED   AIRS17-05

MONDAY, November 27, 2017
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); A. Jamehbozorg (EPC Liaison); B. Bondad-Brown (CETL); J. Solis (ITS);

EXCUSED: S. Keslacy (HHS); Christopher Harris (A&L); W. Hess (ASI)

ABSENT: B&E (VACANT)

1. **Call to order** 12:31 pm
2. **Approval of 11/27/17 agenda** m/s/p
3. **Approval of minutes 11/13/17** m/s/p
4. **Announcements:** cue.org is offering free ($40) memberships to faculty interested in using technology in the classroom.
5. **Intent to raise questions:**
   Raised 10/17: K. Fisher: "Hybrid proposals are increasing for NSS. What are the criteria for hybrid and online course proposals? Are there sufficient criteria to guide proposals? What should be included in the proposal, i.e. ensuring security on exams, instructor communication, faculty qualifications to teach the hybrid course? Also, it's hard to find this information online."
   K. Fisher: "There are duplicate links to faculty handbook. This link is broken: http://www.calstatela.edu/academicsenate/faculty-handbook"
6. **Discussion:** Hybrid and Online guidelines missing from policy on class syllabus (Chapter 5, faculty handbook).
   - **Action item:** Exec Secretary will send current (2009) policy to AIRS members, along with Quality Matters rubric. Members will read and review two documents for 2/12/18 meeting.
7. **Reports:**
   a. **CETL:** tabled
   b. **ITS:** tabled
   c. **EPC:** tabled
8. **Next meeting** February 12, 2018
9. **Adjournment:** 1:34 pm