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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Subcommittee (AIRS) MINUTES

MINUTES OF MEETING: Monday, April 11, 2022

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

EXCUSED ABSENCE: E. Winokur (HHS)

- 1) **Call to order:** 12:17 PM
- 2) **Approval of 4/11/22 agenda:** approved as amended
- 3) **Approval of minutes of 3/14/22:** approved MSP
- 4) **Announcements:** *K. Faulkner:* AIRS proposal to become a standing committee was heard at Senate Exec meeting and everyone was in favor. Will be the 1st reading item in the Senate tomorrow, 4/12.
K. Bezdecny: Course Component and Instruction Modes Policy and Criteria for Proposing Courses with Hybrid and Online-Only Components passed the Senate on 3/15.
- 5) **Intent to raise questions:** None
- 6) **Reports:**
 - CETL/DAT: CETL continues to offer virtual Zoom support and online programming as per faculty demand; the CETL interim temporary LMS specialist hire is Sakib Shahir.
 - ITS: The deadline is **May 14, 2022**, for submitting requests to ITS for **Fall Semester 2022** software installation on instructional workstations in Open Access Labs, Computer Classrooms, and Technologically Enhanced Classrooms (TECs). Visit <http://www.calstatela.edu/its/services/software/instructsoftwarerequest.php/> and select the appropriate Software Installation Request Form.
 - EPC: EPC did not meet on 3/30 or 4/6. On 3/23 EPC met briefly and discussed a policy update on thesis committee membership from GSS.

Standing Business

- 7) Review and consider updates to the *Accessible Instructional Materials* policy. B. Bondad-Brown and L. McNaught shared draft.
- 8) Curriculog checklist shared by A. Doyle-Nichols.
- 9) Adjournment: 1:31 PM

Tabled

- 10) Response from Diane Fazzi on *Access to Learning Management System Courses*: discussion ensued and updates made to policy. (Tabled)