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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Date:**     September 1, 2022

**To:**     Kris Bezdecny, Chair, Academic Senate Executive Committee

**From:**     Mauricio Castillo, Chair Educational Policy Committee

**Copies:**     M. Garcia, M. Hawley, C. Pugh, K. Fisher, R. Roquemore, ; Y. Curtis Wang

**Subject:  EPC Memo 22-01 Academic Information Resources Subcommittee, Faculty Handbook, Chapter II**

EPC received the attached memo and recommendation for a proposed policy modification from the Academic Information Resources Subcommittee. EPC approved this proposal at its meeting on August 31, 2022. The policy modifications were unanimously approved, as was the recommendation to advance it to the Executive Committee of the Academic Senate immediately after its meeting.

DATE: August 19, 2022

FROM: Y. Curtis Wang, Chair

Academic Information Resources Subcommittee

TO: Kris Bezdecny, Chair

Academic Senate

CC:

SUBJECT: Request for Reinstatement to Standing Committee Status and Revised Charge for the Academic Information Resources Subcommittee (AIRS)

The Academic Information Resources Subcommittee of the EPC formally requests that AIRS be reinstated to its original standing committee status within the Academic Senate. The rapidly expanding and deepening use of technology in higher education reinforces the reality that academic information resources have a scope well above and beyond educational policy. The change was endorsed by the Chair of AIRS parent committee EPC, the other standing committee chairs, and the Senate Executive Committee at an Exec meeting on March 24th, 2022, and by the previous EPC chair in 2018.

The return to standing committee status is an opportunity to re-engage with our current charge--one which, paradoxically, currently exceeds the scope of educational policy. For example, number 2 of the current charge reads that AIRS is: "To participate in the long-range and intermediate planning of the University as it affects academic information resource services." However, this charge exceeds the scope of EPC, and it has been a challenge to exercise the existing AIRS charge under the auspices of educational policy alone. The reach of technology in terms of service provision and administrative function ensures that not all issues raised through AIRS are related to EPC. Aspects of academic technology resources impact research and scholarship, intellectual property and copyright, RTP and other faculty policies, fiscal considerations, curriculum considerations, interactions with IT and other administrative groups.

Academic information resources impact strategic technology planning (IT), the setup and design of our classrooms (Fiscal Policy), the design of courses and programs (Curriculum), availability of consistent and compatible technologies for use by all members of the campus community (Baseline), research/scholarly/creative activities (Faculty Policy), and, yes, educational policy. Meanwhile, day-to-day technology needs and problems of our faculty and campus community impact workflow.

We see academic information resources as a holistic, ubiquitous component of our campus community, with the need to engage with our current technological needs as well as to anticipate those needs, through policies that are often outside the scope of Educational Policy (such as a campus-wide policy for online education, which would require coordination with Curriculum, Educational Policy, Faculty Policy, the Registrar, ITS, Fiscal Policy, among others), and to be considered equal participants in the development of policies that overlap with our charge from other committees and subcommittees (such as the Curricular

Review Process policy [Academic Senate 18-6]. We again urge the Educational Policy Committee and the Academic Senate to support us in this request as we continue moving toward an ever more complex, connected, and cross-divisional information environment on campus.

To reestablish Standing Committee Status, the Academic Information Resources Subcommittee (AIRS) proposes the following changes to the *AIRS charge, membership, and overall structure,* last updated substantively in the Faculty Handbook in Spring 2003:

- Lines 1, 5, 12, 19, 22, 33, 55, 61: Change the name of the committee from "Academic Information Resources" to "Academic Technology" and remove "sub" from subcommittee, as AIRS requests transitioning to a standing committee (see separate attached memos). We believe that in accordance with the preamble of the charge, "technology" is the more appropriate term and will clarify for other committees and the university the scope of the committee, particularly as it overlaps with the purview of the Library Subcommittee.

- Line 6: This list of examples is meant to NOT be exhaustive, as technology and other information resources change frequently. We chose a shorter, more generic list that would remain inclusive for a longer period of time.

- Lines 7-8: We removed references to older models of technology, many of which are seldom in use anymore; see previous comment.

- Lines 8-9: We added references to learning management systems, as an example of a key technology used by most of our faculty (kept generic as the LMS changes), and added inclusion of activities beyond instructional activities such research, scholarly, and creative activities, etc.

- Line 9: We added the words "provision of" to be more specific as to the charge of ATC, versus administrative elements related to technology support services.

- Lines 13-16: As we are requesting standing committee status, our primary charge was adapted to better represent an overarching responsibility to academic information resources, agnostic from the relationship with EPC.

- Lines 21-29: As a subcommittee, AIRS' charge included specifics about which committees we could work with. No standing committee has this kind of directive because they are free to work with various entities as needed. When changing the charge to become a standing committee, rather than removing this point entirely, AIRS wanted to maintain the spirit of consultation and collaboration by noting committees we may regularly work with. The replacement language is intended to reflect the broad stakeholders and units across campus that ATC may consult with as needed.

- Line 28: As a standing committee, we would submit policy to the Academic Senate, rather than to EPC.

- Lines 29-30: We added an explicit charge about academic information resource accessibility, as required by ADA and other federal and state law.  This policy work will take place in conjunction with necessary administrative logistics and any top-down mandates upon Cal State LA, and will remain focused within the AIR purview (e.g., online and hybrid course materials, what materials are required for all classes to be available in centralized digital repositories and in which formats, etc.).

- Line 32: While social media was in its infancy at the time the charge was last updated, the use of social media is now ubiquitous including for academic purposes.

- Lines 39-40: Changes our membership to include a member from the Academic Senate Executive Committee upon transitioning to standing committee status.

- Lines 51-52: We already have a representative from ITS who attends our meetings and provides us with status reports. Making this an official position will continue this access to valuable institutional information, and reinforces our collaboration with administrative groups that are critical to successful implementation of academic information resources.

- Line 54: The Director of Academic Technology currently attends our meetings and provides status reports. Making this an official position will continue the relationship with those on campus most connected to academic technology.

- Line 56: Accessibility is required by law and impacts all aspects of instructional technology. Adding a member to the committee who is an expert in accessible technology will help the committee consider accessibility issues early in planning and address current accessibility issues.

- Lines 65-67: We adopted more standardized language, similar to that provided by the EPC chair, to better reflect the ongoing nature of filling committee membership positions.

**The Academic TECHNOLOGY Information Resources Subcommittee**

(Senate: 3/6/90, 4/25/90, 8/17/99, 5/20/03; President: 4/5/90; 6/20/90, 9/17/99, 9/5/03; Editorial
Amendment: 9/00, 11/07, 1/27/16 [EA])

For the purpose of this subcommittee Charge, academic TECHNOLOGY information resources shall refer to all instructionally ACADEMICALLY related technology including BUT NOT LIMITED TO course management software, and in-classroom equipment such as computers, video cassette recorders, digital video disk players, and overhead projectors THE LEARNING MANAGEMENT SYSTEM, AND TECHNOLOGY NEEDED FOR IN-CLASSROOM AND ONLINE INSTRUCTION, RESEARCH, SCHOLARLY, AND RTP ACTIVITIES, as well as PROVISION OF all support services related to such technology.

**Charge.** The Academic TECHNOLOGY Information Resources COMMITTEE Subcommittee has the following responsibilities:

1. To recommend policy to the Educational Policy Committee on all issues related to the use of academic information resource services. TO DEVELOP PRIORITIES FOR ACADEMIC INFORMATION RESOURCES IN SUPPORT OF CURRICULAR ACTIVITIES.

2. To participate in the long-range and intermediate planning of the University as it affects academic TECHNOLOGY information resource services.

3. To consult with ENTITIES ACROSS THE UNIVERSITY, INCLUDING SENATE COMMITTEES AND SUBCOMMITTEES, DIVISIONS, COLLEGES, DEPARTMENTS, AND OTHER UNITS, OFFICES, OR PERSONNEL AS APPROPRIATE PRIOR TO SUBMITTING POLICY RECOMMENDATIONS TO THE ACADEMIC SENATE. the Fiscal Policy Committee on subcommittee recommendations bearing on fiscal issues; with the Baseline Committee on subcommittee recommendations bearing on issues of compatibility with other academic information resources acquired by the campus and with the Faculty Policy Committee on subcommittee recommendations bearing on faculty research, scholarly, and creative activity issues, prior to submitting subcommittee recommendations to the Educational Policy Committee.

4. TO DEVELOP POLICY ON ACCESSIBILITY OF COURSE MATERIALS AND OTHER PUBLICLY-AVAILABLE INFORMATION RESOURCES THAT IS CONSISTENT WITH FEDERAL AND STATE LAW.

5. TO ADVISE ON THE USE OF THIRD-PARTY TOOLS AND SOCIAL MEDIA FOR INSTRUCTIONAL PURPOSES.

**Membership.** The Academic TECHNOLOGY Information Resources SubcCommittee shall be composed of the following:

1. One member from each college elected for staggered three-year terms according to procedures approved by a majority vote of the college faculty. Alternate members shall also be elected by these procedures. Faculty members in the Library and Student Affairs are considered the same as a college for this purpose.

2. One liaison member selected annually by the Educational Policy Committee ACADEMIC SENATE EXECUTIVE COMMITTEE from its own membership.

3. The Provost and Vice President for Academic Affairs or designee who serves as ex officio as executive secretary, non-voting.

4. Two students to be selected annually by the Board of Directors of the Associated Students, Inc. One of the student members must be an undergraduate student and the other student must be an w enrolled classified graduate or postbaccalaureate credential student. The criteria for student members are the same as those specified for student members of the Academic Senate (Constitution of the Faculty,

49      Section 3H, Appendix C of the *Faculty Handbook*).

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51   5.    The Director of the Center for Effective Teaching and Learning or designee who serves ex officio, non-voting.

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53   6.    A REPRESENTATIVE FROM INFORMATION TECHNOLOGY SERVICES (ITS) WHO SERVES EX OFFICIO,
54         NON-VOTING.

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56   7.    THE DIRECTOR OF ACADEMIC TECHNOLOGY WHO SERVES EX OFFICIO, NON-VOTING.

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58   8.    ACCESSIBLE TECHNOLOGY INITIATIVE MANAGER WHO SERVES EX OFFICIO, NON-VOTING.

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60   **Quorum.** A quorum shall be a majority of the voting members of the committee.

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62   **Officers and Duties.**

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64   1.    The officers of this committee are chair and vice chair who shall be elected annually at the last meeting of the
65         spring semester by the members of the following year's subcommittee.

66   2.    The chair shall call regularly scheduled meetings of the committee and shall set the agenda.

67   3.    The chair shall determine by the second week of the spring semester the faculty replacement needs for the
68         following year and shall notify the standing committee chair REGULARLY COMMUNICATE WITH THE OFFICE OF
69         THE ACADEMIC SENATE TO ENSURE THAT ALL POSITIONS OF THE COMMITTEE REMAIN FILLED.

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71   **Meeting Time.** The Academic TECHNOLOGY COMMITTEE meets the second and fourth Mondays of the month from
72         12:15 P.M. to 1:30 p.m.