



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Subcommittee (AIRS) MINUTES APPROVED AIRS17-02

MONDAY, October 9, 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. Jamehbozorg (EPC Liaison); B. Bondad-Brown (CETL); J. Solis (ITS); W. Hess (ASI); Christopher Harris (A&L)

EXCUSED: A. Doyle-Nichols (Vice Chair); S. Keslacy (HHS)

GUEST: J. Suarez-Grant (CETL)

ABSENT: M. Lee (ITS); B&E (VACANT)

1. **Call to order** 12:24 pm
2. **Approval of 10/09/17 agenda** m/s/p
3. **Approval of 09/25/17 minutes** m/s/p
4. **Announcements:** CETL is hosting a reception for 150 faculty who participated in CRT course redesign next Thursday, Oct 19, 3:30-6 pm in the new Library North Teaching Hub-level A. All invited.
5. **Intent to raise questions:**

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."
6. **Sandbox process and LMS update:** AIRS m/s/p (unanimous) to move forward with Canvas sandbox. 150 Canvas sandboxes have been set up. AIRS members will demo and forward any faculty names who want to participate to DAT. Sandboxes will be up for 3 weeks.
7. **Reports:**
 - a. **CETL:** Qualtrix will launch next week.
 - b. **ITS:** IDM goes live on 10/24. Once the systems are merged double sign-ins will be eliminated for email via portal.
 - c. **EPC:** EPC is open to suggestions from AIRS on Committee v. Council status; discussion. C. Haras will forward 2014 memos by then chair Ellis to current chair Raymond. A. Ellis will be invited to time certain at 10/23 meeting.
8. **Next meeting** October 23, 2017
9. **Adjournment:** 1:32 pm