



**MINUTES OF MEETING:** Monday, October 28, 2024

**PRESENT:** Christopher Harris (A&L); Jeff Suarez-Grant (DAT, Non-voting); Sheree Fu (LSA); Benjamin Emihovich (CoE); Jingjing Li (NSS); Kathryn Hillstrom (EPC Liaison); Vahid K. Rowhani (ITS, Non-voting); Akshith Balappagari (ASI); Zilong Ye (ECST); Yalan Feng (B&E); Sierra Cordova (HHS);

**EXCUSED ABSENCE:** Catherine Haras (Executive Secretary, Non-voting);

**ABSENT:** (College of Ethnic Studies); (ASI Undergraduate Student);

1. **Call to order:** 12:21 PM
2. **Approval of the agenda:** M/S/P B. Emihovich, J. Li
3. **Approval of minutes of October 14, 2024:** M/S/P B. Emihovich, J. Li
4. **Announcements:** N/A
5. **Reports:**
  - a. **CETL/DAT:**  
J. Suarez-Grant: highlighted that the campus was recognized in an equity-based teaching report for efforts in online course development, which resulted in a 23% reduction in D's, F's, and W's. He also mentioned an upcoming session on accessible course design.
  - b. **ITS: V.Rowhani:** discussed extending library hours, high-end equipment in the library, and updates on remediation processes, including software purchases like Equidox and AI tools for accessibility. He also mentioned preparing for AI Day
  - c. **EPC: K. Hillstrom:** reported on the approval for course credit for study abroad programs, and updates on live streaming and recording policies in classes.
6. **Intent to Raise Questions:** N/A

## Old Business

7. **Updated LMS Course Access Draft:** Awaiting approval from the Senate.
8. **Smart classroom technology survey report:** Faculty seem to need clearer instructions on using classroom technology. ITS will look into clarifying instructions and possibly addressing wireless presentation capabilities.
9. **Open Access Task Force Proposed Policy Feedback:** C.Harris will follow up with Andre Ellis on status.

## New Business

10. **AI Day Planning:** Committee plans to wait for results from a faculty AI survey to finalize the day's themes and topics. Three tracks were considered to cater to different AI perspectives.
11. **AI Detection Tools:** Suggestions were made for redesigning assignments to prevent AI misuse, to be further discussed at AI Day.
12. **Does RTP play a role in ensuring accessible instructional materials:** Discussion on whether RTP should include accessibility compliance. Concerns were raised about faculty privacy and the verification of self-reported accessibility. It was suggested to incorporate this into peer evaluations rather than RTP directly.
13. **Action Items:** V.Rowhani: will report back to ITS about enhancing instructions for smart classroom technology.

**Adjournment:** 1:05 PM