# IT/DE Sub-Committee

Minutes
Friday, January 31, 2020
9:00 AM
Suite, GS-104

Establishment of Quorum

II.  Called meeting to order 9:26 am

III,  Approval of Agenda = Matt Bowie motioned, seconded by Larry Paiz.  All Approved

IV.  Motion to table minutes from last week (Minutes were not ready) Matt Bowie motioned
seconded by Urszula Abeyta.  All Approved

V.  Informational/Discussion Items
A. APPQMR

- Certification Requirement to achieve standardized online courses.  All instructors teaching online will need to be APPQMR certified within 2 semesters of teaching 1$^{st}$ online class.

Why should this be addressed?

- Currently there is no across campus practice and our students are the ones suffering; we need consistency in all online offerings.

Who will this impact, what are the costs?

- Online instructors
- Budget already in place

Expected outcomes & benefits?

- More quality/consistency in online course offerings.

B. User Access Policy – look it over

C. Motioned to table E through J on agenda.  Larry Paiz motioned Urszula Abeyta seconded.  All Approved

VI.  Open Bills – Shared Governance Issue Request – Requestor is Advisement Subgroup

A.  Degree Audit system needs to be updated to 19.21 in Jenzabar, no cost.
**Question** - Will Canvas fix this?
**Our Response** – No, People need to be trained, the fix for this issue will need to be in Registrars.  The system is working fine, data just needs to be entered.

- Training cost quote can be requested from IT Department (Matt Bowie or Denise Gibson)
- Melissa from Business and Henrietta from Registrars have been previously trained and might be able to help with this.

VII.  Action Items

       A.  SARA Agreement – Motion to put on hold at least till November.  Motioned by Matt Bowie seconded by Larry Paiz.  All Approved

       B.  Computer Lab availability form – send out form, motioned by Matt Bowie seconded by Larry Paiz.  All Approved

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Meeting Adjourned at 10:20am Matt Bowie motioned Urszula Abeyta seconded.
All Approved