**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

April 4, 2024

WSL Ablin Conference Room at 10:00-11:30 a.m.

[https://csub.zoom.us/j/87986149475?pwd=NEV1ZW1nQUsyRVlrcDU2WXdCRDBFQT09](https://csub.zoom.us/j/87986149475?pwd=NEV1ZW1nQUsyRVlrcDU2WXdCRDBFQT09 )

Meeting ID: **879 8614 9475** Passcode: **451113**

**Members Attending:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair),

Dr. Monica Ayuso (A&H), Dr. Carl Kloock (NSME),

Dr. Atieh Poushneh (BPA), Prof. Eric Lord, LCSW/Counselor (At-Large),

Prof. Matt McCoy (Librarian), Prof. Janine Cornelison (Student Services Professional),

James Tompkins (ASI Exec-VP), Luis Hernandez (Staff), Mike Kwon (*ex-officio* Executive Director of ASI) Sandra Bozarth (*ex-officio*, Dean of Libraries), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies) EXCUSED, Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee), and Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee)

I **Call to Order**

II **Approval of Minutes**

Carl motioned to approve. Atieh seconded.

* Approved Minutes for March 14, 2024

III **Approval of Agenda**

Carl motioned to approve. Atieh seconded.

* Approved Agenda: April 4, 2024

V **New Business**

* Referral # 37 ITS Software Retention Policy

Guests: Dr. Jaimi Paschal, and Mr. James Evans

Provided information about two issues: 1) the transition from ZOOM as a repository of videos to Panopto already under way; and 2) the impending expansion of ZOOM for the use of students and staff. Discussion ensued regarding the time limit for the removal of tapes from Panopto. Mr. Evans clarified that unutilized videos will remain available for a total of three years. During the first year and a year of not being used, the files will stay in Panopto; after that time period, they will be compressed and retained for another year and a half. A concern was raised about whether there are means of notifying faculty of the definitive deletion of files. At this moment there is no mechanism in place to notify of the final removal.

VI **Old Business**

* Referral # 01 Academic Testing Center Survey

After inquiring from two sources, Dr. Correa determined that no IRB component is required for the administration of the Academic Testing Center Survey. The survey has been carefully reviewed by all members of the committee and is now complete. It was also established that one question that seemed absent from the survey was not; it just features as a conditional question upon a specific previous answer.

Finally, the committee discussed a framework for faculty feedback since the end of the semester is only three weeks away. It was decided that two weeks will be allowed for faculty feedback and a reminder will be sent after one week.

VII **Open Forum**

* + There were no announcements.

VIII **Adjourn**

Eric moved to adjourn. Carl seconded.

The meeting adjourned at 10:35 am.