1. Turn on recording and announce disclaimer
2. Call meeting to order – **Phil**
   a. **Phil** will take minutes
3. Approve agenda (additions) – **Phil**
4. Approve minutes – **Phil**
   a. Minutes from October 17, 2023 - Approved.
5. Committee Reports:
   a. Office 365 Governance Group – **Michael**
      i. No Report
   b. Project Governance Group – **Phil**
      i. No Report, Refer to dashboard: https://www.k-state.edu/it/projects/active-requests/
   c. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member
      i. Information management committee meeting met.
         1. Concern about policy in email retention schedule policy
         2. Electronic record systems
         3. See Committee report from Carolyn in File
         4. More evaluations 7 more evaluations for records
   d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
      i. Worked on what the survey about what faculty are using in classrooms
      ii. Plan and survey is being reviewed by president/ provost and deciding what the message is to the faculty
      iii. Gathering sentiment information from Faculty
      iv. Ad-Hoc committee Teaching facilities working group
         1. Charged with envisioning a future state of learning spaces
         2. 3 active building Bluemont, Eisenhower,
         3. Tanya Gonzalez- co-chair
      v. Ad-Hoc disability and accommodations working group
         1. Clarify disability and accommodations
         2. Processes for access for resources for teaching and ensuring learning environment for the students
6. Old Business (Business from Previous Meetings)
   a. Report on discussion about FSCOT's role in IT policy creation, review, and approval – **Michael, Phil,** and **Scott.**
7. New Business
   a. eResources with K-State Libraries – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member, **Mellissa Polston**, Course Reserves Coordinator, K-State Libraries.
      i. Textbook affordability
         1. Open access and ereserves for students
         2. E reserves
         3. Canvas LTI

    4. Permit or prohibit Canvas LTI
    5. Course information tab for library resource tab – currently tab says "reading list"
    6. Course reserves/ textbooks
        a. Information is protected
    7. Deployment in August 2024
    8. Communication
        a. Academic roadshow
        b. Marketing it to professors, departments, colleges and University
    9. FSCOT motion to support this LTI proposal
        a. Motion Kevin
        b. Motion 2ⁿᵈ Carolyn

  b. Introduce Thomas Bunton, CTO – **Michael**
      i. General Introductions of the committee
      ii. General introduction including background
      iii. Goals and expectations
      iv. Experience and philosophy with shared governance
      v. How can FSCOT help

8. Other Items – **Group**
  a. **Orientation**
      i. **Comprehensive system to explain how and what it means to be a Senator**
        1. **Define what your role is as a senator and caucus member.**
        2. **Revisiting "how to be a good senator at KSU"**

9. Future Meetings and Agenda – **Phil**
  a. Jeff Sheldon- Innovation laboratory
  b. Phones and impact to Kansas State
  c. AI
  d. Policy

10. Adjourn meeting—**Phil**

Attendance (Highlighted in Yellow):
- Aaron Stroot, General University (23-26)
- Abbey Nutsch, Agriculture (23-25)
- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
- Carolyn Jackson, K-State Libraries (23-26)
- Chris Blevins, Veterinary Medicine (22-24)
- Don Crawford, Architecture, Planning, and Design (20-25)
- Kevin Wanklyn, Engineering (21-24)
- Lance Philgreen, Student Representative (23-24)
- Lisa Rubin, Education (21-25)
- Mary (Bowen) Sullivan, Term Appointment (22-25)
- Michael Raine, Business Administration (07-24) Co-Chair
- Nicholas Wallace, Arts and Sciences (22-25)
- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:
- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations
- Thomas Bunton, CTO
- Ethan Erickson, Vice President for Administration and Finance
- Mellissa Polston, Course Reserves Coordinator, K-State Libraries.
- Raymond Deiser, Systems Librarian, Hale Library
- Stephanie Kiersey, Department Head of Library User Services, Hale Library