

Academic Affairs Committee
Minutes - February 2, 2024
9:00 am McMullin Lecture Hall (D200)

Voting Members: Stephanie Beaver, Tina Bradley, Robin Navel, Eddie Dry, Jill Roach, April Woods, Sadie Quick

Voting Members Absent: Lucy Haun, Paul Stepp

Non-Voting Attendees: Michael Thomas, Kellie Thomas, Jacob Hutchinson, Karen Heslep, Robert Shurley

1. Call to order - 9:00am
2. New Business items:
 - a. Update from Academic Advising Workgroup
 - i. [Proposal](#) to change location of advising documents online and add revision dates when updates are made
 1. Currently documents are stored in several places (Blackboard, the old Portal, etc). There is a page that is already on the website, so moving all documents to that page would give a central location.
 2. The old Portal and Blackboard are both going away, so this is a good move in terms of getting documents out.
 3. Kellie said that there are still some details to work through in terms of who is in charge of keeping the page updated, but Karen suggested that Elizabeth Stephens might be able to assist the Advising Workgroup with this.
 4. Eddie Dry made a motion to accept the proposal and April Woods seconded. All voting members were in favor, so the proposal passed.
 - b. Update from AI Workgroup
 - i. The January 19 campuswide roundtable discussion hosted by the AI Workgroup was well attended and resulted in valuable feedback from the campus. The AI Workgroup is using the feedback from the roundtable--along with feedback obtained from a follow-up survey--to guide development of a best practices framework for the ethical use of AI in education. The AI Workgroup will share the framework when completed.
 1. No additional information was added regarding this topic.
 - ii. The workgroup is planning another campus-wide event (hopefully in February). The workgroup, in conjunction with Title III, is planning to bring a guest speaker to campus to discuss how our campus might use AI in education.
 1. Jacob is working on this. More updates to follow.

- c. Open floor for any notification items
 - i. None.
- 3. Unfinished Business:
 - a. Update on status of [Proposal](#) to extend scheduled lunch break between classes
 - i. The proposal has been sent through and approved by Shared Governance and it is on the desk of Dr. Wallace. He said that he was going to discuss with the Cabinet on Monday, February 5th.
 - ii. Emphasis on the importance of getting this information to the Deans as soon as possible since schedules are expected to be done earlier this year than in previous years.
 - 1. Note: only afternoon classes would need to be changed for Fall 2024 if this gets approved by Cabinet.
- 4. Adjourn - 9:16am