

**Academic Affairs Committee**  
Minutes – April 5, 2024  
9:00 am McMullin Lecture Hall (D200)

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

Voting Members Absent: Stephanie Beaver, Lucy Haun, Paul Stepp

Non-voting members: Jessica Clanton, Cathy Leppold, Kellie Thomas, Michael Thomas

1. Call to order - 9:04 AM
2. Minutes from March 1 meeting approved as presented
3. New Business items:
  - a. Update from Academic Advising Workgroup
    - i. Kellie reminded us that because the portal is going away, advising information is moving to the website
    - ii. The Title III Summer 2024 Conference: Kellie asked for folks to send it proposals for the 1.5-day conference scheduled for June 12-13, 2024. The theme of the conference is “Better Together”.
  - b. Update from AI Workgroup
    - i. Jessica Clanton presented the 111-page Ethical AI Guidebook designed for both employees and students. As it is a living and growing document, Jessica asked members of the Academic Affairs Committee to look over the document and make suggestions by the May meeting.
    - ii. Jessica discussed the optional “supplemental language” that may be used in course syllabi. Ideas for supplemental language we might use is located in the Canvas Faculty Training.
    - iii. Jessica led a discussion about course-specific AI guidelines and where students could find them; syllabus, in emails from instructors, etc. Question/concern: students will just “check a box” without reading course-specific guidelines for AI use? General conclusion: it is student responsibility to know the AI guidelines for their courses. Further discussions on this will be through the Shared Governance but due to the short time remaining in the semester, Tina will send the appropriate documents to the Faculty/Staff Senates as a notification; from Senates information disseminated to constituents and Jessica Clanton will specifically share with Dr. Wallace and with Dr. Daniel.
    - iv. Jessica reminded us that a guest speaker and author of books on teaching with AI, Dr. C. Edward Watson, is being planned for the convocation in August.
  - c. Canvas News
    - i. Cathy Leppold said the fall syllabus template is coming soon with new 10-day etc. notification images.
    - ii. March 31 deadline Canvas reviews are being worked on.

Adjourned at 9:30. Minutes submitted by Eddie Dry.