

**Academic Affairs Committee**  
Minutes - May 3, 2024  
9:00 am McMullin Lecture Hall (D200)

Voting Members Present: Tina Bradley, Robin Navel, Eddie Dry, Lucy Haun, Jill Roach, April Woods

Non-voting members present: Jessica Clanton, Karen Heslep, Robert Shurley

Non-voting attendees present: Tamara Daniel, Cathy Leppold, Kristina Radivojevich

1. Called to order at 9:02 a.m.
2. New Business items:
  - a. Email Update from Academic Advising Workgroup / Kellie Thomas
    - i. Advising documents are in the process of being moved from the Portal and Blackboard to the Advising webpage
    - ii. Initial discussions on what advising will look like as we move forward with the Center for Student Success and reorganization
  - b. Update from AI Workgroup / Jessica Clanton
    - i. Follow up on notification from last meeting of the creation of several documents:
      1. [Ethical AI Guidebook](#) (this is just a google doc version for easy sharing; official document resides with the AI Workgroup chair Jessica Clanton )
      2. [Optional supplemental language](#) for the existing academic integrity/plagiarism syllabus statement
      3. [Canvas AI notification](#)
      4. Notes from meeting: 3 documents above have been shared with multiple campus groups and entities with time allowed for feedback/changes. Documents are now ready for dissemination to campus at large for use. The optional supplemental language for the syllabus can be accessed in Canvas faculty training; it is located with the syllabus template. The Canvas AI notification will be added to Canvas for all students before Summer I begins.
    - ii. Notification of creation of additional AI-related documents:
      1. [Faculty Guidelines for AI Detector Usage for Grading](#)
      2. [Proposed Student Handbook AI Revisions](#)
      3. Notes from meeting: the AI Detector guidelines are for information purposes and are not a policy or mandatory practice. The proposed AI revisions to the Student Handbook have already been sent through the Student Affairs Committee for addition to the handbook.

- iii. An announcement was made that a speaker has been selected for convocation in August who will share information about AI in education: C. Edward Watson. Watson is the co-author of Teaching With AI: A Practical Guide to a New Era of Human Learning
- c. Floor was open for any comments /questions. A discussion ensued on the rollout of Canvas on campus.
  - i. Canvas use for classes will begin Summer I.
  - ii. Blackboard access for students ends this semester but faculty/staff will still be able to access Blackboard until June 30.
  - iii. A question was asked about how students know to access Canvas for summer classes rather than Blackboard. Answer: a link will be posted on the Banner page on the website
  - iv. A suggestion was made that the Banner page name be reconsidered since it is an access to point to many more services than just Banner
  - v. A question was asked about whether information from the Virtual Advising Center (VAC) in Blackboard would still be available after June 30. Answer: the content from the VAC has been copied over to Canvas. Cathy Leppold will make sure the PLA information was included in that transfer
  - vi. Robin Navel mentioned that she has created an orientation course in Canvas showing students how to use Canvas
  - vii. A suggestion was made that coordinated communication with students about the Canvas transition be planned to go out before Summer I classes begin. A date of May 20th was suggested for an email to all Summer students. Committee Chair Tina Bradley will contact the Student Affairs department, IT department, and Marketing department to ensure that Canvas intro materials are shared with students via email and social media. Include information on where students can get help if they are having trouble using Canvas.

3. Adjourned at 9:31 a.m.

Minutes prepared by Tina Bradley