

**Academic Affairs Committee**  
Agenda - September 6, 2024  
9:00 am McMullin Lecture Hall (D200)

Voting members present: Tina Bradley, Eddie Dry, Lucy Haun, Jill Roach, Jordan Shelby, April Woods, Sadie Quick

Non-voting members present: Jessica Clanton, Robert Shurley

Non-voting attendees present: Rebecca Baird, Stephanie Beaver, Cathy Leppold, Paul Stepp, Theresa Walker

1. Meeting called to order at 9:01am
2. New Business items:
  - a. Nomination and election of Chair & Secretary
    - i. Chair: a nomination was made and seconded for Tina Bradley to be committee Chair for the year. There were no other nominations. A vote was taken and all were in favor. Tina Bradley is chair for AY2024-25.
    - ii. Secretary: a nomination was made and seconded for April Woods to be committee Secretary for the year. There were no other nominations. A vote was taken and all were in favor. April Woods is secretary for AY2024-2025.
  - b. Workgroup membership
    - i. The committee reviewed current members of the 3 standing workgroups and 1 ad hoc workgroup under Academic Affairs. Additions to membership were made where needed. A final listing of workgroup members for AY2024-25 can be found on the [Shared Governance Committee & Workgroup Master List](#).
    - ii. A question was asked about how many workgroups and/or committees an employee can serve on. Answer per the Shared Governance Document:  
*“No **voting** member will serve on more than two shared governance committees at a time nor on more than two work groups while serving as a **voting** member of a shared governance committee.*  
*Persons who are not serving as **voting** members on shared governance committees will not be limited in the number of workgroups on which they may serve.” (SG Doc p.11)*  
Please note this limit refers to membership on shared governance committees only, not committees that operate outside of shared governance. The five shared governance committees are Academic Affairs, Student Affairs, Operational Affairs, Curriculum, and Planning & Budgeting.

- iii. A question was asked about how an employee knew when and where a workgroup was meeting should they want to attend.  
Answer: meeting time, date, and frequency of a workgroup is set by the workgroup chair after consultation with workgroup members. Meetings can be in person or virtual. Information about attending meetings is shared with current workgroup members. If a workgroup chooses to open their meeting to all campus constituencies and send out an invite to all, they are welcome to do so. However, this is not a requirement nor an expectation. A workgroup is to focus on the tasks set forward by their parent committee and report back to said committee. Anyone interested in discussing a matter concerning a workgroup is encouraged to attend the committee meeting under which the workgroup serves.
  
- c. Workgroup updates
  - i. Online Workgroup
    - 1. Role: The Online Workgroup will ask the Academic Affairs Committee for any charges the AC needs to the Online Workgroup to address this academic year.
    - 2. Goals:
      - a. Alignment of texts: The current online notification for students as presented in the graphic is different from the notice as presented in text. This workgroup will craft standard text and send the proposal on to AAC.
      - b. Online Awareness: The Online Workgroup will seek to meet with the Advising Workgroup and other involved parties to discuss how students are notified of requirements and expectations on online classes. One suggestion is a “Your registration is not complete until you watch this video (on online classes) or students watch the video on online class expectations before meeting with the advisor (while waiting for advising).
      - c. Bookstore and Access Codes: The link on access codes for courses are sent to students from the publisher, so the faculty member cannot see the link. The email to students needs to be carbon-copied to the instructor, especially so that faculty may post the link in their syllabus. This semester, not enough books with access codes were in the bookstore. Books with access codes need to be completely available on day one of the semester as courses using third party access codes cannot “begin” without those codes.
    - 3. Workshops: The workgroup will continue working with Title III and request “quick” workshops to help faculty polish new skills used in Canvas.

4. Early Alerts: Deans informed faculty that Early Alerts will be monitored. The current Early Alert method is cumbersome on the faculty. C Leppold will look into adding a function to Canvas courses that enables faculty to send Early Alerts from the Canvas course so the course the student is enrolled in will show up in the Early Alert.

ii. AI Workgroup

1. The Guidebook for the Ethical Implementation and Use of Artificial Intelligence (AI) in Education is complete and available by clicking either the Faculty/Staff or Current Students tab on the ASUMH webpage.
2. Optional supplemental language for the existing academic integrity/plagiarism syllabus statement for the existing academic integrity/plagiarism syllabus statement is available along with the syllabus template in Canvas Faculty Training.
3. A notification was placed in Canvas starting at the beginning of the first summer session informing students that they need to look for AI policies for each of their courses.
4. Faculty Guidelines for AI Detector Usage for Grading have been written and placed in the ASUMH-Approved Samples in the Appendix of the Ethical AI Guidebook.
5. Student handbook revisions to include unauthorized AI usage in the cheating and plagiarism statements has been approved by the Faculty Senate, Staff Senate, and the Student Affairs Committee. When the revisions are in the handbook, Jessica will update the Academic Affairs Committee.
6. This year, the workgroup has two big initiatives planned: to work with local industry and faculty to incorporate AI competencies into appropriate course curricula and to build/collect a set of AI professional development courses/opportunities to offer to the campus.
7. [Minutes](#) from the most recent AI Workgroup meeting

d. Workgroup recommendation - Ad hoc

- i. [Syllabus Workgroup](#) : a new ad hoc workgroup was proposed. After discussion, a motion was made and seconded to approve the creation of a Syllabus Template Revision Workgroup. A vote was taken and received unanimous approval. Members were appointed to said workgroup by the committee. See aforementioned shared governance master list of membership for specifics. Tasks are listed in the recommendation document linked above. The timeline is to have tasks completed by the end of Spring 2025. The workgroup will be dissolved at that time.

- e. Open floor for any notification items
    - i. Theresa Walker noted that Title III/Student Success is focusing on DFW lists to better understand what challenges students might face in courses with high fail or withdrawal rates. The hope is to provide assistance to students in a manner to help them succeed in these courses.
    - ii. The above notification item led to further discussion about tutoring options for students. Challenges with the current tutoring setup and ideas to improve were shared. Several committee members are going to check into some leads and work on providing the best options for achieving student success.
3. The meeting was adjourned at 9:56am.