Academic Affairs Committee
Agenda - November 1, 2024
9:00 am McMullin Lecture Hall (D200)

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

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

Non-voting attendees: Provost/VCAA, Academic & Non-academic department heads/directors

1. Call to order

2. Old Business
   a. [Minutes from the previous meeting](#)

3. New Business items:
   a. Update from the AI Workgroup:
      i. The workgroup is revisiting the [student handbook](#) to see if the current student grievance procedure (page 28) needs to be [updated](#) to reflect ethical AI best practices.
      ii. The group has a [conference catalog](#) with AI webinars/conferences. Send conference information to Jessica, and check out the catalog to see if there is anything you are interested in.
      iii. The group has surveyed faculty, and another survey has been shared with administrators and staff to gauge interest in learning about AI. We will be analyzing survey results and working on developing a comprehensive set of AI-related professional development options called the AI Institute. Our goal is to begin offering some professional development opportunities in fall 2025.
      iv. The AI Workgroup is working with the Online Workgroup to develop a strategy for integrating AI applications with Canvas.
      v. The [AI guidebook](#) is currently undergoing review and revision. Goals: Add student applications to the guidebook and address sustainability issues around AI. Send suggestions to Jessica.

   b. Update from the Syllabus Revision Workgroup
      i. Presenting suggested syllabus changes for committee review
         1. [Overview of Changes](#)
         2. [Syllabus Draft](#)
         3. [Information for Website](#)
         4. [Proposal](#)

   c. Update from the Regular and Substantive Interaction (RSI) Workgroup

      i.   RSI Workgroup has met and is exploring a process to determine RSI requirements in online courses at ASUMH

   d. Any other workgroup updates?

   e. Open floor for any notification items

4. Adjourn