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

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

Non-voting attendees: Provost/VCAA, Theressa Walker

1. Call to order: 9:02 am

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.
        The Cheating/Plagiarism statements have been updated and approved. The Grievance statement is in the process of being updated to include AI specifically. It was suggested that the AI workgroup work with Brian on the revision. It was brought to attention that we don't use a specific statement for "Turn it in" so the question on whether we use language specifically for AI or more of a blanket statement to include all tools would be best.
        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.
        Karen shared the contact information for a speaker that will be presenting AI in K12 Education at MHHS and suggested that some members may want to attend.
        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.
        Jessica Clanton has some paper copies of the faculty/staff survey if anyone needs one.
        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](#)

   The Academic Affairs committee approved the changes in the syllabus including, but not limited to, moving some institutional requirement information from the syllabus to the Getting Started tab. One example is the Inclement Weather policy.

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
   Karen Heslep shared that Doug Wintle is no longer the Interim Director of EMS and is now the Director of EMS. Eddie Dry mentioned the possibility of addressing Teen Pregnancy Awareness in our next school meetings.

4. Adjourned: 9:33 am