

**Academic Affairs Committee**  
Minutes - December 6, 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 **9:00 a.m.**
2. Old Business
  - a. [Minutes from the previous meeting](#)
  - b. Update on status of syllabus revision proposal from November meeting

**The syllabus revision proposal has been approved through the Senate with no proposed changes. Waiting for the Chancellor's approval.**

3. New Business items:
  - a. Update from the AI Workgroup:
    - i. Update: [Workgroup membership](#)
      1. New Student Representative: Miranda Edwards
    - ii. [Conference Catalog](#)
      1. Please get in touch with Jessica (jclanton@asumh.edu) if you find anything interesting to add to the catalog or if you are interested in attending any of the conferences/webinars listed in the catalog.
    - iii. Artificial Intelligence Institute
      1. Title III and Karl Mudra are using feedback faculty, staff, and administration gave in survey form to develop a set of professional development opportunities.
    - iv. [AI Guidebook](#) review
      1. Michael Thomas and Jessica Clanton are revising the AI Guidebook. Please send suggestions to either of them.

**Jordan has received questions from Health Science faculty about AI usage in their classes. They were encouraged to read through the AI Guidebook that can be found on our website.**

- b. Update from the RSI Workgroup
    - i. [Recommendation](#) on introducing 3 aspects of RSI into all online classes

**The HLC requires evidence that our online courses are not only correspondence courses. The RSI Workgroup has identified the first 3 aspects to introduce to the faculty/adjuncts during Convocation. They are requesting 3 "instances" per semester for all 3 required aspects. The 3**

required aspects are: Direct Assessment, Direct Instruction, and Direct Interaction. More information can be found by clicking on the Recommendation link above. There are concerns about Turn-Key courses and the roles of the adjuncts who teach these Turn-Key courses. Cathy mentioned including an instruction sheet with the new syllabus format to include the reasoning behind these requirements and how to implement them into your courses.

- c. Any other workgroup updates?
- d. Open floor for any notification items
- e. Next meeting - campus will be closed January 3rd. Do we forgo January meeting or is there another date the group would like to meet?

Due to scheduling concerns in January, we will resume our meetings on the first Friday in February.

Before adjourning, it was noted that this is Lucy Haun's last meeting as she is preparing for her retirement. Well wishes and congratulations were shared with Lucy.

- 4. Adjourn 9:39 a.m.