

**Academic Affairs Committee**  
Minutes – October 3, 2025  
9:00 am McMullin Lecture Hall (D200)

**Voting Members:** Tim Bentley, Janet Caldwell, Eddie Dry, Nathan Lueck, Tabatha Simpson-Farrow, April Woods, Emilee Huggins (red=present)

**Non-voting members:** Victor Beck, Robert Shurley

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

1. Call to order: 9:00 am
2. Old Business
  - a. Minutes from the previous meeting of 09/05/2025 - approved
3. New Business items:
  - a. Update from the Advising Workgroup

The Advising Work Group met on September 19, 2025, and welcomed new chair Tabatha Simpson-Farrow and new member Brandy Proctor, with plans to add a representative from Admissions. The group discussed finalizing advisor lists and improving student communication through Element 451, which continues to function well for early alerts and messaging but is still being integrated with Banner. Members reviewed processes for referring students in specific programs to their program advisors. Tabatha has reiterated the importance of communication between the Student Success Center and program advisors following advising sessions. With advising for Winter Intercession and Spring 2026 beginning soon, Tabatha (with input from the group) has sent reminders to advisors with more detailed communication to come later in the semester. The group discussed bringing back Advising Days to increase engagement. Additional priorities include launching a faculty advising mentorship effort, updating the Advising Toolkit with degree rotation and advisor notes, and scheduling an open advising meeting later this semester. The next meeting will be held on October 17, 2025.
  - b. Update from the AI Workgroup
    - The workgroup is looking for a new student member. Suggestions are appreciated and should be sent to [jclanton@asumh.edu](mailto:jclanton@asumh.edu)
    - The Ethical AI Guidebook is under its 2<sup>nd</sup> revision. Please forward recommendations/suggestions to [mthomas@asumh.edu](mailto:mthomas@asumh.edu) or [jclanton@asumh.edu](mailto:jclanton@asumh.edu)

- The workgroup is beginning the process of assessing AI usage on our campus; expect a survey this semester or during the spring. We're calling this initiative **AI Trailblazers: Insights.**
- The workgroup is also in the very early stages of developing/curating AI-related professional development opportunities; expect a needs-assessment survey this fall or in the spring. We're calling this initiative: **AI Trailblazers: Learn.**

c. Update from the Online Workgroup – no update

d. Other new business or notification items – no new business

4. Adjourn: 9:06 am

# Workgroup on Artificial Intelligence (AI)

## Meeting Minutes

Date: Monday, September 15, 2025

Time: 1:00 until 1:40 p.m.

Location: virtual Teams meeting

### Voting Members

Matt Buel, Karl Mudra, Jessica Clanton (chair and secretary), Michael Thomas, and Tabatha Simpson-Farrow

### Invited Subject-Matter Experts

Robin Navel, Sandra Massey, and Cathy Leppold

### Invited Guests

Jason Ballard

## Mission

The official charge and mission of the Workgroup on Artificial Intelligence (AI) is as follows:

- Advise the ASUMH campus on all generative artificial intelligence (AI) matters
- Promote the ethical use of generative AI in instruction and operations
- Help create policies to discourage the unethical use of generative AI
- Provide professional development in the use of generative AI

## Old Business

1. Meeting was called to order at 1:00
2. May 7 meeting [minutes](#)
  - a. Karl to accept the minutes without revision. Tabatha seconded. Group voted unanimously to accept the minutes.
3. Workgroup [membership](#)
  - a. Recommendations for new student-at-large member
  - b. Any current member who wishes to cycle off the workgroup, email Jessica at [jclanton@asumh.edu](mailto:jclanton@asumh.edu)
4. [Ethical AI Guidebook](#) review sub-workgroup
  - a. Michael and Jessica are reviewing the guidebook
5. [Assessing AI usage on campus](#) (faculty/staff/student usage, curriculum, etc.)
  - a. Michael and Jessica are working to organize professional development/surveys to impart the importance of assessing AI usage and to solicit ideas about how our campus will assess AI usage.
  - b. Name/brand: **AI Trailblazers: Insights**

- c. First step: Survey students, faculty, staff, and administrators using Likert scale without a “neutral” option
  - i. Survey links:
    - 1. [Student survey](#)
    - 2. [Faculty/Staff survey](#)
  - ii. Dr. Massey will ask around for donations to give as prizes to students who complete the survey and have their names drawn
  - iii. Once the student survey is ready, Jessica will send it to Ashley Bourg to share with students via email
- d. Second step: Organize and facilitate a campus-wide roundtable to discuss AI assessment
- 6. [AI professional development](#) (AI literacy, pedagogical integration, innovation, administrative efficiency, tech support, digital citizenship, career prep)
  - a. Matt, Jason, and Jessica and working together to develop/curate AI-related professional development opportunities for the campus
  - b. Name/brand: **AI Trailblazers: Learn**
  - c. First step: Conduct needs assessment across campus
  - d. Second step: Build awareness using basic AI 101 messages/sessions (SHOTS)

## New Business

- 1. Technology/AI Integration Project instituted by Dr. Wallace
  - a. Co-leads: Karl and Jessica
  - b. Our group should consider how this new project may impact our work
- 2. [Big Question](#): How do we ensure students are meeting course/program outcomes in the age of generative AI?
- 3. Next meeting: October 20 at 1:00 on Teams ([link](#))