**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

10/17/24

10:00am – 11:30am

Members attending:

Tiffany Tsantsoulas (Chair, A&H), Kristine Holloway (Vice-Chair, Librarian), Leslie Kirstein (NSME), Jose Villagran (At-Large), Nora Cisneros (At-Large), Marci Diaz (ASI Exec-VP), Pratigya Sigdyal (BPA), Janine Cornelison (Student Services Professional), Sandra Bozarth (ex-officio, Dean of Libraries), Denver Fowler (ex-officio, AD Undergrad. & Graduate Studies), Steve Walsh (ex-officio, AVP of Enrollment Management designee), Mike Kwon (ex-officio, Director of ASI),

Members absent: Elaine Correa (SSE), Ivonna Edkins (Staff Member), Markel Quarles (ex-officio, VP-Student Affairs Designee)

1. Call to Order (by Chair, T. Tsantsoulas)
2. Approval of Minutes (Approved)
3. Approval of Agenda (Approved)
4. New Business
   1. ITS Surveys on Generative AI for students (2024-2025 #166)
      * Several committee members discussed a survey draft about faculty members' use of artificial intelligence (AI) in teaching. They agreed to include 'Artificial Intelligence' more frequently and emphasize its impact on teaching, learning, and assessment. They considered adding more information to some questions and decided to remove question 5. Tiffany and Kristine discussed the challenges of using AI tools in education, including increased workload and the need for alternative assessment methods. They also discussed the impact of AI on their workload and teaching methods, and the need for more specific questions in the survey. The team agreed to revise the survey questions to improve clarity and specificity.
      * Tiffany, Kristine, Pratigya, and others discussed the use of AI tools in their teaching and the potential privacy and ethical concerns. Tiffany raised a question about the use of AI tools to check students' discussion posts for AI-generated content, and the implications for privacy. Kristine suggested that there's a difference between privacy and ethical concerns, and that privacy issues could arise if students use AI tools to generate content that includes personal information. Pratigya shared a personal experience where AI tools had inadvertently exposed private information, highlighting the need for students to be aware of this risk. The team agreed to include more open-ended questions in their survey about privacy and ethical concerns.
      * Tiffany and Kristine discussed the effectiveness of a survey generated by AI, expressing concerns about its accuracy and clarity. They suggested making the survey more open-ended and focusing on specific topics such as faculty's use of AI in teaching and assessment. The idea of incorporating sections on the use of AI in teaching, assessment, and research was also proposed. The need for a more comprehensive policy on AI use in classrooms was discussed, with a focus on awareness and efficacy of existing policies. The possibility of asking about the desired level of guidance on AI use in the classroom was also considered.
   2. ITS Generative AI Governance Structure (2024-2025 #17)
      * Tiffany proposed the development of a new governance structure to address AI issues, suggesting either creating a new one or adding a committee to the existing structure. She presented three options: borrowing from another CSU campus, combining the current IT governance structure, or having a steering committee, an academic subcommittee, and a business subcommittee. The team agreed to further discuss these options in their next meeting. Tiffany, Kristine, and Pratigya also discussed the structure and roles of various committees related to AI implementation, debating whether the current ITAC structure could handle the proposed duties or if a separate AI subcommittee was needed. They considered the efficiency of having separate committees for academics and business operations, but no final decision was made.
      * The committee discussed the potential creation of a separate academic AI committee or a general AI steering committee. They considered the implications of each structure, including the potential impact on academic support and student services, the focus areas of each committee, and the efficiency of the committees. Tiffany expressed concerns about overloading on committees and advocated for the creation of a subcommittee with majority faculty representation to address AI concerns. She suggested that the current focus on AI might be temporary and that the issue could become less relevant in the future. Tiffany and Kristine discussed the composition of the steering committee, focusing on the representation of staff and faculty. They agreed that the current membership might not be suitable for combining the committees and considered adding another faculty member to the committee.
5. Old Business
   1. Need for an Academic Testing Center (2024-2025 Referral #09)
      * Tiffany and Kristine discussed the restructuring of committees and the need for a resolution. Tiffany proposed drafting a resolution combining the objectives of other committees and asked for edits from the team. They also discussed the need for an academic testing center, with Kristine offering to help draft a memo for the committee's recommendations. Tiffany requested the memo by Monday for the next meeting. They also discussed the need for a survey, with Kristine offering to help draft it and send it to the committee for review.
      * Tiffany proposed adding a comprehension check question and a question about student athlete status to the survey for the art testing center. She discussed including college and major, as well as questions about testing center usage frequency and experiences. The team identified the need to update the testing center website to list tests offered, including BYU Flats and modern language placement exams, and potentially add tests that could be offered. They agreed on making these website updates.
6. Adjourn
   1. Chair thanked everyone for their participation, before adjourning at 11:30 a.m.