

Senate Committee on Artificial Intelligence in Teaching and Education

Purposes

- Recommends policies, procedures, and ethical guidelines for integrating and using AI in educational settings.
- Recommends AI-enhanced applications.
- Promotes professional development opportunities to enhance faculty skills in utilizing AI tools and technologies.
- Monitors trends and practices related to AI in education and communicate them to the college.
- Promotes responsible use of AI to enhance student engagement and academic success.
- Recommends methods for using AI to streamline and improve ongoing department planning efforts and requests, such as analyzing data for unit planning and program review.

Subcommittees

Appointed as necessary.

Chairperson

1. A faculty member is elected by the voting members for a two-year term. If no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, compile minutes, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, maintain the Committee website, and maintain a public record of agendas and minutes on either the website or BoardDocs.

Other Officers

Secretary a. A committee member may volunteer to serve as Secretary for each meeting. b. The Secretary takes notes to supplement those taken by the Chairperson and gives their notes to the Chairperson at the end of the meeting.

Membership

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Continuing Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Kinesiology
- Science, Engineering & Mathematics
- Student Services
- Technology

1 Faculty representative appointed at large by the Faculty Senate

1 Management representative appointed by ACCME

1 Classified representative appointed by CSEA

1 Confidential representative appointed by the confidential employee group

1 Student representative appointed by ASCC

Non-voting members

1 CCFF Union Representative

Distance Education Coordinator

Director of Information Technology or designee

Terms of Office

1. Three-year terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

Quorum

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

Decision-Making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use a majority vote of members present and voting as its voting method.

Reporting Guidelines

1. All actions of the Senate Committee on AI in Teaching and Education will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on AI in Teaching and Education will report to the Faculty Senate at least once each semester.
3. The Chairperson of the Senate Committee on AI in Teaching and Education will report to the College Coordinating Committee at least once each semester.
4. The Chairperson of the Senate Committee on AI in Teaching and Education will be responsible for maintaining relevant committee information on the website. (See Appendix D, Guidelines for Committee Websites)

Meetings

TBD