Education and Technology Committee
Online via Zoom
September 25, 2023 – Minutes

Members [11]

☒	Melba Castro, Co-Chair	☒	Raul Madrid, Co-Chair		
☒	Donna Balducci-Lopez	☐	Jessica Fuller	☒	Paul O'Brien
☒	Ellen Caldwell	☒	Anthony Moore	☒	Sonia Ortega
☒	Danielle Dervishian	☐	Michelle Newhart	☒	Sylvia Ruano

Student Representatives: ☐

Recorder: Maridelle Acero

Guests:

Item No.	Agenda Item	Discussion	Outcome
	Introductions		
1.0	**Review Today's Agenda**		
2.0	2023-24 Purpose and Function statement	Question: are we only looking at AI in terms of students and faculty? This poses a big question, in terms of A.I. There are so many uses, and it is such an evolving area. It aligns with the greater emphasis for Vision 2030, not just in terms of teaching, but also technology and infrastructure. The committee can come back to this question. Melba has some information pertaining to the California Community College Chancellor's office and Vision 2030. CCCCO Vision 2030 calls out the use of A.I. in at least 2-4 objectives. Membership: Move Sonia Ortega to Faculty representing DLC. There is now one vacant faculty appointment. Meetings will remain on zoom, 4th Mondays of each month, 2:00 pm-3:30 pm.	The committee moved, seconded, and approved the 2023-24 Purpose and Function statement. This document will be forwarded to SPEAC, then Academic Senate for approval. Accreditation Standard IV.A.2
3.0	2023-24 Committee Goals and Accomplishments	The following are the final committee draft goals:	Committee moved, second and approved the 2023-24 Goals and Accomplishments.

		Goal #1: **Communicate to the campus community by maintaining an up-to-date website.** Goal #2: **Define plagiarism via the use of AI.** Goal #3: **Vet and provide recommendations regarding AI detection software/programs and other technology.** Goal #4: **"Improve the student experience with the use of generative artificial intelligence (AI) as a tool to create adaptive learning experiences that adjust in real time to students' needs and abilities." (Vision 2030)** Goal #5: **"Develop an analysis of the impact of AI technology and its potential implications for teaching and learning and take the necessary action in policy reform, systems development, and practices to advance success, access and support for our students." (Vision 2030)** Goal #6: **Review and recommend professional development strategies, including skills training, and opportunities related to faculty use of emerging technologies in the classroom.** For Goal #2 – As far as plagiarism via the use of A.I., there is a large area in which faculty have invested interest. Will need to have a future conversation, draft language, and share with Academic Senate. Would need Academic Senate to weigh in on this.	This document will be forwarded to SPEAC, then Academic Senate for approval. Accreditation Standard IV.A.2
4.0	Review Taskforce Recommendations (Raul) • AI and Education Workgroup Report • AI and Education Guide	Raul shared that the "AI and Education Workgroup Report" and "AI and Education Guide" has been vetted through the Academic Senate. Specific and Achievable Recommendations for the Academic Senate	Informational Item Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.8

		The *AI and Education Workgroup's* first recommendation was to launch The Education & Technology Committee. The workgroup initially proposed that the Education Technology Committee would look at emerging educational technologies including, but not limited to, artificial intelligence, virtual reality, and the unauthorized distribution of course materials on for-profit websites.	Accreditation Standard I.C.10 Accreditation Standard IV.A.7
		The workgroup has proposed that the Education and Technology Committee review AP & BP 4290. The workgroup recommends adopting language that makes it clear that the unethical use of AI is plagiarism.	
		The workgroup determined that an essential part of preserving education integrity is the ability for faculty to verify the originality of student work completed outside of the classroom. The workgroup looked at AI detectors and potentially employing them on Canvas. At the time, it was important to incorporate AI in discussion boards.	
		Another recommendation of the workgroup is opportunities for professional development on AI and Education offered to faculty, via Flex Day or POD sessions.	
		The workgroup would like training to be provided, as part of orientation, to students informing them of the ethical uses of AI.	
		The workgroup would like full dissemination of the workgroup's guide provided to all faculty to encourage best practices with AI.	
		Raul also shared the *AI and Education guide*, composed by the workgroup. This was distributed to the faculty at the end of Spring 2023.	
		Some faculty are using AI in innovative ways. One faculty member even recommended to their students to use character AI.	

		Concludes that faculty are responsible for developing their own pedagogy. The guide serves as an aid. Faculty are also encouraged to share with departments.	
5.0	Review Ocelot/Chatbot (Melba)	Melba shared a simple overview of Ocelot and the test bot being used with representatives from I.T., Marketing, and Student Services. In the current stage, information loaded is related to Counseling, Financial Aid, and Admissions and Records. Melba shared that, as we continue to build this out, other key areas (such as cashier's office, parking, etc), on campus will be included. This was shared with Cabinet, and all were fully supportive. Testing demos will be ongoing with students. Student feedback is key, so testing will continue. Ocelot has provided standard scripts. Content is somewhat customized. Student Services' managers and Christine Romeo in the VPSS office played a big part in the implementation and build. Question on specific areas in Instruction will be included: Melba will reach out to Kelly to see how this plan will look like. Melba shared with the committee to reach out to Christine Romeo with recommended questions to be added. Many other bots at other colleges may not necessarily answer a student's question fully, which may lead a student to a dead end. Another aspect of Ocelot is the incorporation of live chat, in addition to the chat bot, to provide support. Danielle shared that Imposter syndrome is very real and common. Being able to ask questions without anyone hearing them is so helpful for equity. This can even help adjuncts, new faculty, etc.	Informational item only Accreditation Standard I.C.1 Accreditation Standard I.C.6 Accreditation Standard II.A.7
6.0	Discussion: AP 4290 Student Academic Honesty	When *the AI and Education workgroup* came together, one of the recommendations was to look at AP 4290 and make edits to the language, making it clear that unethical use of AI is plagiarism. The committee recommended the following changes:	Tabled to next meeting on October 23 Accreditation Standard I.B.7 Accreditation Standard I.C.5

		1st paragraph: ~~Faculty~~ **Professors** have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort and of taking appropriate action if instances of academic dishonesty are discovered. **Each individual professor should state their specific academic expectations in the course syllabus, in consideration of department policy and subject area.** - Under "The term "Cheating" includes but is not limited to: - Plagiarism; **submitting work that is not your own~~;~~, without attributing credit, such as quoting sources without naming them or using A.I.-generated content without citation.** <ol start="3"> - Using **or distributing** unauthorized material or **re**sources; <ol start="7"> ~~Presenting another person's work as your own;~~ The committee will continue to review and revise at the next meeting on October 23, 2023.	Accreditation Standard I.C.8 Accreditation Standard I.C.10 Accreditation Standard IV.A.7
7.0	Discussion: How do we define AI Plagiarism?		Tabled to next meeting on October 23
	Future Agenda Items		
	Review AI Detector (Katie Datko)		
	Next meeting dates: October 23, November 27, February 26, March 25, April 22		