TEACHING AND LEARNING COMMITTEE MINUTES

Date: Thursday, September 28, 2023

Time: 2:30 – 4:00 p.m.

Present: Vidda Beache (Co-Chair), Robin Witmer-Kline (Co-Chair), Sonjurae Cross, Victor Olusegun A. Edun, Josue Lopez, Audra Haddock-Martenot, Nancy Arnone

Absent/Excused: Dan Ryan and Jessica Baker

Prior to the meeting: files shared for Religious Observance Accommodations policy; links to articles related to support Artificial Intelligence

1. The first point of business was regarding reviewing and approving the final draft of the Request for Religious Observance Accommodations. The draft and accompanying files were reviewed and the committee accepted the draft of the policy as the finished product. Dean Beache stated that she will forward this completed policy onto President Klauber, as he was facing a deadline of October 1st.
2. The second point of business concerned the charge of creating an Academic Integrity Policy to address GPT Chat and Artificial Intelligence. The committee discussed the need to review current HCC policies and procedures used by the college regarding "cheating", the concept of the ethical use of generative AI by students, existing research regarding best practices and the need to search for and review current academic integrity violation policies and practices.
3. Robin Witmer-Kline stated that Sean Wynkoop had talked to her about offering his services and assistance with this charge as he has extensive knowledge and expertise regarding the subject. Dean Beache stated that she would invite Sean Wynkoop and Kendra Perry to participate in the October meeting of Teaching and Learning.
4. After reviewing some of HCC's policies, it was decided that instead of rewriting existing policies, that the committee would create a policy subdivision that would address Generative AI and plagiarism. We were then tasked with searching other community colleges and 4-year colleges to see if existing policies were in place. Members forwarded articles and/or links to Dean Beache to be shared amongst the members. Very few policies are currently written regarding the use of AI. The committee found some suggestions and particular verbiage that may be helpful in writing this new policy. Dean Beache is going to organize the college AI policy links and send this information to all of the committee members for review.
5. Dean Beache stated that during our next committee meeting in October, we will have to decide about future meetings regarding the months of November and

December as the holiday seasons coincide with the committee's regular meeting times.

The meeting concluded at 4:00 p.m. and Dean Beache and Robin Witmer-Kline met briefly to discuss the working relationship of Chair and Co-Chair.

The next Teaching and Learning Committee meeting will be October 26th at 2:30 p.m. via Zoom.

Recorded by: Robin Witmer-Kline, PhD, LPC, Assistant Professor of Psychology