

TEACHING & LEARNING COMMITTEE MINUTES

Date: Thursday, September 26, 2024

Time: 2:30 p.m. – 4:00 p.m.

Present: Vidda Beache (administrative co-chair), Eric Schwartz (faculty co-chair), Sonjurae Cross, Olusegun Adegboyega-Edun, Audra Haddock-Martenot, Karen Hammond, Sean Wynkoop, Jack Drooger, Jeffrey Schramm

Absent/Excused: n/a

Guests: n/a

Actions taken before the meeting: n/a

1. The first point of business: Introduction of committee members
2. The second point of business: Review of responsibilities and logistics
 - a. A decision was made to maintain meetings via Zoom.
 - b. The Co-chairs agreed to alternate hosting the meetings.
 - c. All committee members agreed to share in the assignment of minute-taking
 - d. Eric Schwartz took minutes for the current meeting
3. Dean Beache addressed two board-approved policies (i.e. 4016 and 4023) mentioned in the Governance Council agenda, that would assigned to the committee.
 - a. Committee members are to review policies and begin edits in the next meeting
4. A discussion about artificial intelligence (AI) was started by Sean Wynkoop
 - a. The main concerns were:
 - i. How are we dealing with academic integrity across the college?
 - ii. How are we training faculty to stay up-to-date on procedures?
 - b. Audra Haddock-Martenot shared a link to the current guidance shared with WCPS instructors and suggested we model our recommendations in this fashion.
 - c. All committee members agreed to move forward with the creation of a faculty guidebook on AI best practices and course management.
 - d. Sean Wynkoop is writing a research proposal to the Governance Council.
5. Dean Beache and Eric Schwartz met briefly post-meeting to discuss logistics.
6. The next Teaching and Learning Committee meeting will be tentatively on **Thursday, October 24th at 2:30 p.m.** and hosted via Zoom.

Note: Minutes for this meeting were initially recorded by Eric Schwartz and edited by V. Beache.