

## Steering Committee

Wed., Oct. 18 2023 • 1:30-2:50 pm

Gitenstein Library, Room 123

Present: Brittany Aydelotte, Anthony Berchie, Dylan Nguyen, Chanelle Lester, Cathy Liebars, Mindi McMann,, Kay Potucek, Jackie Anderson, Jeffrey Osborn, Jennifer Palmgren

Guests, Judi Cook and Tao Dumas

1. Visit from AI Task Force Chairs: they have had three meetings and are currently collecting information about definitions of AI and the scope of AI capabilities and implications, and have collected information from other institutions about policies. They will begin visits to governance bodies November 1 and then will distribute a survey. They are putting together a repository of white papers from other institutions and bodies as well as news articles and other materials.

They see AI as a literacy issue: what do the members of our community need to know about AI. They also are trying to delineate how AI might affect different academic units and disciplines, and how it might impact admissions decisions. They are trying to figure out how and where to build AI into the curriculum and how to build it out. We may host NJEdge in the Spring. Chanelle serves on the NJ Big Data Alliance. AI may not be an issue that can be solved by policies; the committee may identify existing policies and procedures that AI has for all units.

2. Minutes of ([10-4-23](#)) approved (8 yes; one abstention)

3. Internal review of Undergraduate Bulletin Year of Record; Records and Registration saw no need for revision, and CAP provided some edits. Steering approved the minor editorial changes CAP made to the policy. (unanimous yes) ([email from CAP](#)) ([red-lined policy](#))

4. The AFT president and vice president requested that Steering issue a charge to address varied and inequitable implementation of “Special Arrangement (Section 70)” courses. A charge will be issued to CAP to examine the policy with special attention to Section 70 courses, but within the scope of the 5 year review process. (unanimous)

a. Special Arrangements courses ([memo](#)) ([charge](#)) ([policy](#))

3. Continuation of deregistration discussion raised by Andrew Clifford ([memo](#)) ([Signal article](#)) ([concerns](#)). Steering will send a memo to Lisa Angeloni. (unanimous)

4. Coming up: CAP chairs will come to the November 1, 2023 meeting.

Meeting adjourned at 2:45 pm.