

MEMORANDUM

To: Ad Hoc Task Force on Artificial Intelligence Software Use
From: Steering Committee
Date: June 1, 2023
Re: Initial Charge for the Task Force

Background

At its January 25, 2023 meeting, CFA discussed the implications of ChatGPT and other emerging AI platforms. The committee was unanimous in its concerns over the impact this technology could have on the way in which faculty teach and assess learning at TCNJ. Committee members noted that this technology will usher in a fundamental shift in higher education with direct implications for our model of education at TCNJ. In a memo to Steering on February 8, 2023, CFA suggested the formation of a task force on AI technology in teaching and professional work at the college. The pace of AI usage and adoption across many sectors, including higher education, is rapid and a plethora of reports, recommendations, news reporting, and opinion pieces are coming out with an intensive frequency as well.

Charge

The Steering Committee convenes an ad hoc task force regarding artificial intelligence usage for teaching, learning, and professional work. The task force is charged to (1) survey salient reports, guidance, and responses from relevant organizations (e.g., federal and state governmental departments, other institutions of higher education); (2) develop a “white paper” summarizing key areas across TCNJ that are/will be impacted by AI and may need modifications in practice and/or policy (e.g., instruction, evaluation of student learning [cheating], research integrity, admissions, etc.) with examples of best/promising practices, strategies, and models from other organizations. Recognizing that AI is here to stay, the task force may also provide suggestions for the college to manage this expansion and to ensure that its continued growth remains informed by best practices, meets the interests and needs of its students, and is consistent with the mission and vision.

Some Questions to Consider

- What are the areas/programs we should be considering for best practices?
- Are there policies that need to be updated/created?
- What are the implications related to grading, and, importantly, rethinking the design of assessments that measure student learning?
- How does this affect the admissions process by prospective students?
- What are the risks and opportunities for TCNJ?
- How can TCNJ leverage AI technology?
- What are the models for managing current and future AI technologies?
- What are the current implications/uses/restrictions for campus learning platforms and course assessments?

The task force will be composed of:

- 1 representative from the Center for Excellence in Teaching and Learning to serve as co-chair;
- 4 faculty members/librarians (appointed by the Faculty Senate), one of whom will serve as co-chair;
- 3 other staff members (in addition to the CETL representative; appointed by Staff Senate);
- 3 students, including a graduate student if available (appointed by Student Government);
- 1 representative appointed by the Office of Academic Affairs; and
- 1 dean or assistant dean appointed by the Office of Academic Affairs.

In completing its charge, the task force should consult widely across campus and external to campus. At a minimum, the task force should consult with the following: Academic Leaders (including Council of Deans), Faculty Senate, Staff Senate, Student Government, the Center for Excellence in Teaching and Learning, Office of Admissions, the Accessibility Resource Center, Information Technology, Office of General Counsel, Office of Enrollment Management, Academic Integrity, library staff and any other expertise as needed.

At the end of its work, the task force should submit a formal report to Steering as well as share its report with the campus community. The group should elect a co-chair from among the faculty members. Minutes of meetings should be submitted to Steering.

Timeline

The task force will present steering with an update mid-semester. It will present its final report to Steering and the campus community by **December 22, 2023**.