Business/Accounting Department Meeting

ATTENDANCE: Tim Lucas, Jennifer Patterson, Whitney Walker, and Bill Van Glabek

MEETING MINUTES: Friday, January 12, 2024

1. UPDATE. Curriculum actions submitted for January include:
   - Replace the SLS course requirements with GEB 1011.
   - Replace the SLS course requirements with BUL 2241.
   - Discontinue Financial Services Management CCC as a result of the lack of alignment between the A.S. degrees and the required courses which leads to low enrollment.
   - Remove the prerequisites for ENT 2012.
   - Please let Alisa Callahan know if you have any other recommended curriculum actions.

2. Syllabi Due Dates: Please comply with the due dates for submitting Simple Syllabi set forth by the college prior to the start of the term but no later than 1 week before the course start date.

3. We are coming up on textbook time. Please review your existing courses and start thinking about textbook selections for AY 24-25. Check with your publishers if a new edition is forthcoming and whether an update or a change is warranted.

4. Please reach out to your mentees and check in with them. Complete the classroom observations if you were unable to get them done in the fall. The adjuncts' portfolios are due in February.

5. Please include your AI policy in your syllabus to give students guidance for AI in your courses. Is it allowed? What are the parameters/expectations? Here is a sample AI policy that you can utilize and make any modifications as you deem appropriate (source: Catrin Hechl-Novak & Alisa Callahan):

USE OF ARTIFICIAL INTELLIGENCE (AI): Embracing AI generative content responsibly can enhance your learning experience and contribute to your growth as a well-rounded scholar. The purpose of utilizing artificial intelligence as part of your learning process is to stimulate creativity, explore new perspectives, and encourage innovative thinking. Utilizing AI responsibly can be a valuable tool. However, it is crucial to maintain academic integrity and avoid any form of plagiarism.

The growing influence of AI generative content and its potential to aid your academic endeavors is welcome in this course IF you comply with my policy that follows.

Acceptable Use of AI: idea generation, assist with the learning process, tool for inspiration, help to clarify concepts or course learning resources, encourage critical thinking, stimulate creativity, explore new perspectives, and generate innovate thinking.

Unacceptable Use of AI: Copying and pasting AI generated content is strictly prohibited. All sources must be paraphrased into your own words and cited properly.

Course Policy For Using AI: When using any AI-generated content, it is your responsibility to verify the provided information is accurate, that you understand the concepts presented, to rephrase the generated content in your own words, and to properly cite the original source if you draw inspiration from specific AI-generated outputs.

Any cited AI generated content must also include screenshots of the AI generated content on the APA reference page since that is the only way for me to view/verify the original source.

Please get in touch with me if you have any questions or need guidance on using AI generative content appropriately. Let's create a supportive and ethical learning environment together.

6. Shared Governance Forum: There will be no meeting in January due to the State of the College on January 26.