

ANNUAL REPORT

Artificial Intelligence Committee

**University of North Alabama
Florence, Alabama**

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Date submitted

Submitted to: Dr. Becky Smith
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

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2024-2025

I. Executive Summary

The AI Committee was established for the 2024–2025 academic year. During its inaugural year, the committee developed and successfully advanced the institution’s first university-wide guidelines for the use of artificial intelligence, which were subsequently approved through the established shared governance processes.

II. The Committee’s Charge (from the Shared Governance Document)

1. To evaluate and guide AI training resources such as training and guest speakers for faculty, staff, and students
2. To establish guidelines for the university's adoption of AI products like student-facing AI chatbots; while comparable to other software contracts, AI use might require additional review
3. To evaluate and further recommend the use of plagiarism detection tools
4. To create an AI Guidelines/Policy website
5. To create a baseline, adaptable syllabus statement to be included in the university syllabus management tool, Simple Syllabus
6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

The AI committee met on the following dates:

- September 30th, 2024
- October 14th, 2024
- October 28th, 2024
- November 11th, 2024
- March, 4th, 2025

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

During the 2024–2025 academic year, the committee accomplished several key initiatives, including the establishment of formal guidelines for AI usage, the development of a dedicated website to house AI-related policies and resources, participation in a professional presentation on the AI functionalities of Copyleaks, and the creation of an adaptable syllabus statement integrated into the Simple Syllabus platform.

V. What were the Committee's formal recommendations?

The committee drafted and recommended institutional guidelines for AI usage, which were subsequently approved through the shared governance process. Additionally, two adaptable syllabus statements were developed and integrated into the Simple Syllabus platform.

VI. What does the Committee plan to accomplish?

A. In the coming year?

Leadership of the committee will transition to Dr. Justin Carter, who will serve as chair moving forward. Additionally, discussions concerning the integration of AI literacy into the general education curriculum will continue.

B. In future years?

Revise policy as needed.

VII. What are the Committee's weaknesses?

The committee was originally tasked with developing a policy; however, this responsibility was ultimately reframed as the creation of guidelines, which, unlike policy, are not enforceable. While guidelines provide useful direction, their lack of formal authority may limit consistency and accountability across the university. A potential path forward would be to recommend a phased approach in which the guidelines serve as an initial framework, followed by consideration of their adoption as formal policy once they have been reviewed, tested, and refined.

A. What can the Shared Governance Committee help you do to address the weaknesses?

The shared governance process can help mitigate this limitation by providing a pathway to elevate guidelines into formal policy once there is sufficient evidence of their effectiveness.

VIII. Comments

Overall, the AI Committee had a highly productive 2024–2025 academic year, and I look forward to observing its continued growth and contributions in the years ahead