**North Florida College**

**Faculty Senate Meeting**

**November 8, 2023 11 a.m.**

**Building 6, Room 101**

**Call to Order**:

President Jay Welch called the meeting to order at 11 a.m.

**Members Present**

Ashley Bell, Sharon Braveheart, Jamen Brock, Michelle Brown, Glenn Bryce, Carol Burkhart, Juanita Clay, Anna Doughty, David Dunkle, Michelle Ginn, Daniel Harris, Guenter Martesch, Manoharan Mariappan, Paula McCullers, David Palomino, Elias Paulk, Hillary Ring, Kathy Spence, Phillip Taylor, and Jay Welch (Jodi Baker Student MSN nurse)

**Approval of Minutes**

A motion was made to approve the minutes from October 11, 2023, seconded and approved by a show of hands.

**Old Business**

Philip Taylor gave a QEP update that Kristin Summers is meeting with the NFC lawyer.

**New Business**

1. **Sharon Braveheart** presented her course learning outcome revisions for the following courses:
2. ACG 2021 Intro to Financial Accounting
3. APA 2501 Payroll Accounting
4. CGS 2414 Spreadsheet Applications for Business
5. FIN 1100 Personal Finance
6. FIN 2231 Money & Banking
7. GEB 1011 Intro to Business
8. GEB 2430 Business Ethics
9. MNA 2100 Human Resource Management
10. TAX 2000 Individual Income Tax

A motion was made to approve the learning outcome revisions and seconded. All approved by a show of hands.

1. **David Dunkle** presented Food Service Skills 2324 Fundamental Food Service Skills. This course will teach students to learn to prep food and learn other aspects of working in food service. This course will also help Denise Bell in the kitchen with hands-on learning. A motion was made to move forward with the new program and seconded. All approved by a show of hands.
2. **Michelle Ginn** presented the revised Macro/Micro learning outcomes. A motion was made to approve the learning outcome revisions and seconded. All approved by a show of hands.
3. **Artificial Intelligence Policy Discussion**

The AI proposed policy was discussed by Hillary Ring. She collected lots of policies from different colleges for Faculty Senate members to read, discuss and vote on today so it could be started in January and added into the catalog. Instructors are free to change the wording in their syllabus(es).

**After much discussion, the following amendments were made:**

1. Moving “Absent a clear statement from a course instructor” in front of “using generative AI tools to complete an assignment or exam (e.g., for idea generation or for entering exam or assignment questions) is not permitted.
2. Add “improper” to “One method for the detection of academic ….. plagiarism, and **improper** use of artificial intelligence …….”
3. Switch the order of the paragraphs under “Statement about Generative AI Technology.
4. Remove “substantially” from the sentence “Absent a clear statement from a course instructor, using generative AI tools to substantially complete an assignment or exam….”

**Revised AI Policy with changes:**

**Academic Honesty**

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices.  This information is available in the Academic Regulations section of the college catalog at www.nfc.edu.  All cases of academic dishonesty will be reported to the Office of Academic Affairs.

One method for the detection of academic dishonesty for written assignments is the use of Turnitin to review assignments for improper citation, plagiarism, and improper use of artificial intelligence, such as generative AI. Turnitin compares each student’s submission against material on the internet, academic sources, and the repository of works submitted to Turnitin in the past.  A comparison document called the Similarity Report details the areas of a student paper that may have been documented incorrectly or used improperly. The Similarity Report also includes an AI-indicator percentage and highlights writing that is determined to be generated by artificial intelligence. Refer to instructor’s course policy statements for usage details.

**Statement about Generative AI Technology:**

Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Use of or consultation with generative AI shall be treated analogously to assistance from another person. Absent a clear statement from a course instructor, using generative AI tools to complete an assignment or exam (e.g., for idea generation or for entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt.

A motion was made to make all amended versions of the policy and seconded. All approved by a show of hands.

The meeting was adjourned at 11:41 a.m. Next meeting will be on Wednesday, January 10, 2024 at 11 a.m.

**Minutes submitted by Kathy Spence**