

# **INSTITUTIONAL POLICY AND PLANNING COMMITTEE**

## **MEETING MINUTES**

### **November 7, 2025**

**Present:** Adrian Bautista, Claudette Castillo '28, Marc Conner (Chair), Amy Frappier, David Hargadon, Timothy Harper (Vice Chair), Michelle Hubbs, Zhenelle LeBel, Ting Li, Yueqi Li, Samantha Majiedt '27, Kerry Nelson, Tarah Rowse, Joe Stankovich, Elizabeth Stauderman, Natalie Taylor, Amy Tweedy, Sarah Vero, Joshua Woodfork, Aiwu Zhao.

**Absent:** Adrian Bautista.

**Zoom:** Jess Ricker, Murat Yildiz.

**Guests:** AI Working Group Members Matt Lucas, Bill Betterman, Nancy Bruno, Jamin Totino.

This meeting was called to order at 10:31 a.m.

#### **1. Approval of October 3 and October 24, 2025 Meeting Minutes**

With no proposed changes, **the October 3 and October 24 minutes were unanimously approved.**

#### **2. Artificial Intelligence (AI) Discussion with AI Working Group Members**

The committee dedicated an entire meeting to discussing AI use at Skidmore College, featuring presentations from four members of the AI Working Group: Matt Lucas, Nancy Bruno, Jamin Totino, and Bill Betterman. President Conner acknowledged this was an exceptional use of meeting time but emphasized the importance and urgency of the topic. He gave a brief overview of the formation of the AI Working Group and reminded the committee that we will continue discussions of AI over our next two meetings, culminating in the IPPC reviewing baseline policies for the College regarding security, data governance, guidelines for best practices, and social media use in order to safeguard our community.

**The AI Working Group members were each invited to speak for two minutes each about what they have learned about AI over the past year.** They shared that there are many members of our community who are using AI and others that have reservations about its use at Skidmore. They distinguished between how AI is used in the classroom where members of the faculty are determining its application versus how AI is used throughout in non-academic areas for employee work. HR has experienced outreach from staff members who are curious about AI and seeking professional development. From a survey of just over 200 staff members last spring, over 70% of those who completed the survey use AI for work-related purposes. They shared that OpenAI launched ChatGPT three years ago and how much has changed during this time. Training on campus includes over 140 people across faculty and staff on AI capabilities.

**AI Working Group members outlined the current AI usage at Skidmore as such:**

##### **a) Academic Applications:**

- Faculty using AI for course design, curriculum development, and teaching materials

- Students using AI for brainstorming, research assistance, and assignment work
- Concerns about academic integrity and proper attribution
- Wide variation in faculty comfort levels and approaches to AI in the classroom

b) Administrative Applications:

- HR using AI for job descriptions, policy drafting, and communication
- Various departments exploring AI for workflow enhancement
- IT providing support and guidance on AI tools
- Need for efficiency gains while maintaining quality

c) Student Perspectives:

- Students already extensively using AI tools
- Desire for clear guidelines on appropriate use in the classroom
- Concerns about equity and access to AI resources
- Recognition that AI literacy is essential for many future careers

**The IPPC and the guest AI Working Group members broke up into four groups to discuss the question, “What are your hopes and fears regarding AI at Skidmore?”**

**The key hopes and areas of agreement included:**

- AI is transformative and cannot be ignored
- Some guidance and policies are needed, though not necessarily comprehensive restrictions
- Faculty need support and professional development on AI literacy, if they so choose
- Students need clear expectations and guidelines
- The issue touches on core institutional values (access, sustainability, academic excellence)
- Multiple stakeholders need to be involved in reviewing and developing any institutional policies; strictly academic policies need to emerge from existing faculty governance groups.

**The key fears and concerns included:**

- Academic Integrity: how to distinguish between appropriate AI assistance and academic dishonesty; need for clear syllabi language and policies
- Equity and Access: ensuring all students have equal access to AI tools; addressing disparities between those who can afford premium AI services and those who cannot
- Environmental Impact: significant energy consumption and carbon footprint of AI systems; need to understand and mitigate institutional impact
- Ethical Issues:
  - bias in AI systems
  - hallucinations and inaccurate information
  - data privacy and security concerns
  - copyright and intellectual property questions
- Faculty Autonomy: balancing need for institutional guidance with respect for individual faculty pedagogical choices; cannot implement one-size-fits-all curricular policy

- Skill Development: ensuring students develop critical thinking and foundational skills rather than becoming over-reliant on AI.

**Within the groups and President Conner's proposed next steps, it was suggested:**

- Continued Discussion: committee will reconvene in two weeks to hear additional perspectives from stakeholders who want their voices heard; more conversations across campus will be important.
- Policy Development: work toward creating appropriate "baseline" policies and guidelines, with focus on:
  - Clarifying where existing policies apply to AI use
  - Developing new guidance where needed
  - Ensuring faculty have tools to set clear expectations in syllabi
  - Addressing equity and access issues
- Stakeholder Engagement: continue gathering input from:
  - Faculty governance committees (especially CEPP and FEC)
  - Students (SGA representatives present)
  - Administrative departments
  - IT and support services
- Framework Considerations: use institutional values from the strategic plan (access, sustainability, excellence) as foundation for AI policies
- Resource Assessment: understand the institution's current AI impact, particularly environmental, and explore mitigation strategies.

### **3. Call for Agenda Items**

No new agenda items were brought forth.

### **4. Other Business**

No other business was brought forth.

The meeting was adjourned at 11:51 a.m.

*Summary document assisted by Claude AI.*

*Please advise the President's Office of any suggested changes to these meeting minutes.*