**Committee Name: APC**

**Meeting Date & Time: 9/6/24**

**Meeting Location: Atkinson 202**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
|  | Andrew Allen | P |  |
|  | John Swinton | P |  |
|  | Rodica Cazacu | P |  |
|  | Hedwig Fraunhofer | P |  |
|  | Donovan Domingue | R |  |
|  | Sayo Fakayode | P |  |
|  | Nancy Mizella | P |  |
|  | Talecia Warren | R |  |
|  | Dana Gorzelany-Mostak | P |  |
|  | Adam Lamparello | R |  |
|  | Arnab Sengupta | R |  |
| Guests | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Quorum met |  |  |
| **II. Approval of Agenda** | Approved |  |  |
| **III. Approval of Minutes** | Approved |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** | N/A |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1.** | Consideration of AI Guidance Document – Dr. Pridmore attended to both inform and listen. Conversation revolved around next steps to be taken. Fruitful pathways include creation of a handbook that offers guidance to faculty and students. | APC will continue discussions. |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| VI. Next Meeting | Oct 4 2024 |  |  |
| VII. Adjournment | Approved |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**