

**SAN DIEGO MESA COLLEGE (SDMC)**

**ACADEMIC SENATE (AS)**

October 23, 2023

**Room LRC 435**

**2:20PM – 4:20PM**

**AGENDA**

**DRAFT**

- I. CALL TO ORDER & WELCOME** by Academic Senate President Andrew Hoffman:  
Parliamentarian – Veronica Gerace/Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF VIRTUAL ATTENDANCE:**
- III. APPROVAL OF DRAFT AGENDA:**
- IV. PUBLIC PRESENTATIONS:**
  - A. Associated Student Government (ASG):** ASG President Ixchel Diaz/Phi Theta Kappa (PTK) President David Merino
  - B. Classified Professionals:** Co President Ayana Woods/Member at Large Thieny Trinh
- V. PUBLIC COMMENTS:** (Must submit your request before the meeting starts.)(3 Minutes Maximum Discussion per Participant)
- VI. APPROVAL OF DRAFT MINUTES:** October 9, 2023 (Please send your changes to Sue Saetia @ ssaetia@sdccd.edu)
- VII. GUEST:**
  - A.** Disability Support Programs & Service (DSPS) Department Chair Erika Higginbotham – Student Accommodation Protocols:
- VIII. REPORTS: 3:00PM**
  - A.** Committee Reports:
    1. Senate Executive Committees:
      - a. Academic Affairs (AA) Committee: Chair Mary Gwin (2 Minutes)
      - b. Professional Advancement Committee (PAC): Chair Janna Braun (No Report)
      - c. Committee of Chairs (COC): Chair of Chairs Jill Moreno Ikari (No Report)
      - d. Curriculum Review Committee (CRC): Faculty Co-Chair Justin Estep (2 Minutes)
      - e. Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi (2 Minutes)
    2. Other Committees:
      - a. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (5 Minutes)
      - b. Mesa Pathways Committee (MPC): Co-Coordinator Marisa Alioto (5 Minutes)
      - c. Other Committee Reports: (1 Minute Per Committee)
    3. Senate Executive Officer Reports:
      - a. Vice President: Veronica Gerace (5 Minutes)
      - b. Secretary: Vacant
      - c. Treasurer: Thekima Mayasa (No Report)
      - d. Senators at Large: Two (2) Vacancies
      - e. CTE Liaison: Vacant
      - f. Immediate Past President: John Crocitti (No Report)
      - g. President: Andrew Hoffman (5 Minutes)
- IX. NEW BUSINESS: 3:30PM**
  - A.** General Education (GE) Pattern: **Estep**
  - B. SDMC AS Academic Affairs Committee Generative Artificial Intelligence (AI) Research Paper:**
- X. OLD BUSINESS:** None
- XI. ANNOUNCEMENTS: 4:00PM**
  - A.** The next SDMC Academic Senate meeting is November 13, 2023 @ 2:20PM in Room **LRC 435**.
  - B.** The next Academic Affairs Committee meeting is November 6, 2023 @ 4:15PM in Room A117.
  - C.** The next Committee of Chairs (CoC) meeting is October 25, 2023 @ 2:30PM in Room MC 211 A/B.
  - D.** The next Curriculum Review Committee Meeting is October 19, 2023 from 2:15PM-4:00 in Room LRC 435.
  - E.** The next SDMC AS Executive Committee meeting is November 6, 2023 @ 2:30PM in Room A117.
  - F.** The next Professional Advancement Committee meeting is November 1, 2023 @ 2:30PM in Room A117.
- XIII. ADJOURNMENT:**

**SAN DIEGO MESA COLLEGE (SDMC)**

**ACADEMIC SENATE (AS)**

**October 9, 2023**

**Room MC 211A/B**

**2:20PM – 4:20PM**

**MINUTES**

**DRAFT**

**Present:**

Academic Senate President Andrew Hoffman, Carlynn Allbee, Janna Braun, Michael Brewer, Henry Browne, Alison Gurganus, John Crocitti, Jennifer Cost, Nellie Dougherty, Justin Estep, Rob Fremland, Veronica Gerace, Helen Greenbergs, Mary Gwin, Alex Holowicki, Cathy James, Geoff Johnson, Janue Johnson Sam Lee, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Jennifer Moreno, Jill Moreno Ikari, Olga Pilipets, Scott Plambek, Judy Sundayo, Ngoc "Kim" Tran, Karen Wait and Guests Marisa Alioto, Ayana Woods, Thieny Trinh, David Merino and EOPS Intern Tania Delgado

**Absent:**

Isaac Arguelles-Ibarra (Excused), James Hinton, Emmett "Chip" Lancaster, Laura Maki, Katherine Naimark, George Svoboda (Proxy to Sanchez)

**I. CALL TO ORDER & WELCOME** by Academic Senate President Andrew Hoffman @ 2:26PM.  
Parliamentarian – Veronica Gerace/Timekeeper – TBD/Speaker Coordinator – TBD

**II. APPROVAL OF DRAFT AGENDA:**

Move to Approve:

**M/S**

G. Johnson/Moreno Ikari

**UNANIMOUS**

Svoboda – Proxy to Sanchez

**III. PUBLIC PRESENTATIONS:**

**A. Associated Student Government (ASG):** Phi Theta Kappa (PTK) President David Merino

Report on behalf of ASG President Ixchel Valencia Diaz sent via Outlook:

"The student serenity was opened to provide students with a safe space for quiet reflection, prayer, and relaxation in a tranquil setting. Unfortunately, this semester the room has had several incidents of inappropriate behavior so it will be closed and remodeled. When done, it will be reopened as the new and improved serenity room, with a stronger emphasis on the prayer aspect.

Plans for homecoming are coming along well, with a fun tail gate event planned with prizes including gift cards to the bookstore and for the 7250 restaurant.

The senators are working on individual projects that include opening the Exercise Science building to student use and utilizing the parking structure for overnight parking for homeless students."

**B. Classified Professionals:** Acting President Ayana Woods/ Member at Large Thieny Trinh

1. We are hosting a Halloween/Homecoming Football Game Office Decorating Contest this month.

**IV. PUBLIC COMMENTS:**

**A. Karen Wait - Upcoming Allied Health Dental Clinics:**

As reported by Karen Wait:

"The San Diego Mesa College Community and Wellness Clinic are up and running. The dental portion is starting in January with the service of a full set of dental X-rays (FMX). In the month of March, we will be providing free prophies, and in April, we will be providing pit and fissure sealants. Here is the form to email me or a link to the Community and Wellness Clinic. Please share with your students, friends, or family that might be interested. Also, the PTA portion of the Community and Wellness Clinic is up and running until winter break."

**V. APPROVAL OF DRAFT MINUTES:** September 25, 2023

**A.** Helen Greenbergs and Alison Primoza are submitting changes to the draft minutes.  
Move to Approve with changes from Helen Greenbergs and Alison Primoza:

**M/S**

G. Johnson/Jill Moreno Ikari

**UNANIMOUS**

Svoboda – Proxy to Sanchez

**VI. REPORTS:**

**A. Committee Reports:**

1. Senate Executive Committees:

a. Academic Affairs (AA) Committee: Chair Mary Gwin

- We will submit the draft of our research paper on Generative Artificial Intelligence (AI) to the SDMC AS Exec Committee.
- We submitted the committee's questions about the district's Disability Support Programs & Services (DSPS) Student Accommodation Protocols to DSPS Department Chair Erika Higginbotham.

b. Professional Advancement Committee (PAC): Chair Janna Braun

As reported by Janna Braun:

- "For faculty completing coursework, please ensure you order electronic transcripts and have them emailed directly to me, not the district office.
- If you are proposing to take any coursework, don't forget to include the course descriptions along with your proposal form.
- Per the new CBA, there are no more salary advancement deadlines for professional advancement. If you qualify for salary advancement during the academic year, that salary increase will occur in the month following PAC approval."

c. Committee of Chairs (COC): Chair of Chairs Jill Moreno Ikari

As reported by Jill Moreno Ikari:

"Our next COC meeting will be this Wednesday, Oct. 11. We will have Juliette Parker, who will discuss articulation updates."

d. Curriculum Review Committee (CRC): Faculty Co-Chair Justin Estep

As reported by Justin Estep:

"This is a CIC week.

Catalog was sent to district on 10/3/23.

Thank you to Chairs and "Committee" members.

Try to get any (due this semester) 6/2 year reviews in by the end of the month.

Please wait until Spring and the implementation of Meta for anything that cannot be completed by the end of the month."

e. Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi

As reported by Dina Miyoshi:

"Resource request trainings are scheduled this week. FHP training on Tuesday (Oct 10), CHP and BARC trainings on Wednesday (Oct 11). If you have any questions about any parts of Program Review, let me know."

2. Other Committees:

a. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo

As reported by Judy Sundayo:

- "CDAIE met on 10-6-23, with 23 persons attending.
- The committee joins the campus in continuing the celebration of Latinx Heritage Month (Sept. 15 - Oct. 15th) as well as Indigenous People's Day (Oct. 9th), World Mental Health Day (Oct. 10th), National Coming Out Day (Oct. 11th), as well as LGBT History Month and National Disability Employment Awareness Month.
- The meeting was facilitated by Profe. Jorge Villalobos, to memorialize his first meeting as Co-Chair.
- Please support the DEBER (*Developing Effective Bilingual Educators with Resources*) Panel Thursday, October 12th: 12:30 - 2 pm in AVANZA for testimonials of Chicanx professionals
- CDAIE's subcommittee lead, Dr. Edeama Jonah e-mailed the Land Acknowledgement to Mesa's dl in honor of Indigenous People's Day, Oct. 9th, along with a Restorative Action Plan for our relationship with the Kumeyaay people. Please add our Land Acknowledgement to your Canvas page, course syllabi and PowerPoint slides.
- This week Student Affairs hosts *Reflect, Restore, & Unite Week*. Events include the Parent Cafe, Making Space for Movement, Rising Scholars Self-Care & Affirmation Rock Painting, an Ice Cream Social and an EOPS Healing Circle to name some of the events.
- CDAIE is co-sponsoring the *5th Annual Advocacy Fair "Equity in Action"* this Wednesday, October 11th, from 10 am - 2 pm on the Quad.
- Latinx heritage events have been fantastic and continue this week, with wonderful workshops.
- The AANAPESI (*Asian American Native American Pacific Islander-Service Institution*) Program and the KAPWA Learning community participated in several successful events in September/October.
- The Pride Center is hosting free HIV testing in collaboration with San Ysidro Health. Folks who get tested get a \$25 gift card. The Pride Center is hosting a Coming Out Workshop & Healing Circle this Wednesday, Oct. 11th 1 - 2 in the Pride Center.
- Study Abroad will include Buenos Aires in winter 2024, as well as Paris and Madrid in summer 2024. International Education Week events are being planned for November 15th. To share your experiences of traveling abroad with students and colleagues, or if your students have questions about study abroad scholarships, contact Dora Schoenbrun-Fernandez.
- The Fine & Performing Arts Committee (FPAC) is re-vamping their speaker series this year. They hope to have more creative performing arts spaces for students to meet and create.
- The Women's Studies Advisory Committee is busy preparing for March and Women's History Month. Our campus is also expanding the number of WMNS 101 courses offered to 3.
- CDAIE will meet next on **Friday, November 3, 2023, from 9 am - 11 am via zoom.**"

- b. Mesa Pathways Committee (MPC): Co-Coordinator Marisa Alioto

As reported by Marisa Alioto:

"Academic and Career Pathways (ACPs):

Vice President Isabel O'Connor provided an update regarding Academic and Career Pathways (ACP) placement. Departments may now choose up to three ACPs for their academic programs to be placed. The update was based on careful consideration and consultation with some faculty who shared concerns..

If your department is satisfied with the current placement of their academic programs, no additional action is needed.

If there are any changes to your ACP placement, **please confirm these changes by 5pm on Monday, October 16<sup>th</sup>** by emailing Marisa Alioto: malioto@sdccd.edu

For those departments who had previously been told to narrow down the placement to two ACPs, please be sure to confirm your ACP placement by the October 16<sup>th</sup> deadline by emailing Marisa Alioto: malioto@sdccd.edu

Not sure where your academic programs fall? Please see reference the Academic & Career Pathways pages on the Mesa College website: <https://www.sdmesa.edu/academics/v2/academic-career-pathways/>

If you have additional questions, please don't hesitate to reach out to the Mesa Pathways Leadership Team: Isabel O'Connor, Larry Maxey, Howard Eskew, and Marisa Alioto.

We are excited to move the work forward and look forward to bringing the ACPs to life and welcome faculty participation.

Mesa Success Coaches:

The Mesa Success Coaches Halloween Mixer will take place on Tuesday, October 31st from 1-3pm in the Mesa Quad. There will be games and a costume contest. This event will provide an opportunity for Mesa Success Coaches and their students to get to know one another in person. There will also be tables for the Academic and Career Pathways so students can learn more about the degrees and certificates Mesa has to offer. While this event is built around the Mesa Success Coaches program, all members of the campus community are welcome to participate. Dress-up is encouraged! We hope to see you there!

We would really like to have faculty to represent each of the each of the Academic and Career Pathways ([Academic & Career Pathways \(ACP\) | San Diego Mesa College \(sdmesa.edu\)](https://www.sdmesa.edu/academics/v2/academic-career-pathways/)). , and welcome instructional faculty to participate. Please email Ian Duckles ([iduckles@sdccd.edu](mailto:iduckles@sdccd.edu)) and let him know which ACP you will represent.

Next Mesa Pathways Working Meeting: Our next Mesa Pathways Working Meeting will take place on October 11th from 12:45 - 2:15pm (meetings are held online via Zoom).

*To learn more about Mesa Pathways: <https://www.sdmesa.edu/mesa-pathways/>*

SDMC AS Members' Comments Regarding ACPs:

- Veronica Gerace:

As reported by Veronica Gerace:

"Veronica shared that by limiting Communication Studies to only 2 or 3 ACPs, students are not allowed to see opportunities in emerging and very relevant fields, thus limiting their opportunities and information. Health Communication is one example. The critical nature of Health Communication became very evident during the COVID-19 pandemic. The Communication Studies department faculty teach Advanced Health Communication for Healthcare Professionals as well as Health Communication for students going into other health fields and exercise sciences. Communication Studies is one of those unique disciplines that really should be permitted to be in more ACPs because effective communication skills is written as a qualification in job requirements for every profession."

- Helen Greenbergs:

As reported by Helen Greenbergs:

"I asked why programs were being limited to three ACP's, rather than depending on the subject matter expertise of faculty to determine the appropriate placement of their programs. I suggested this is MORE confusing to students rather than less confusing, when supposedly the goal of ACP's is to make options and course plans less confusing. I asked why we were originally told that programs would be able to determine ACP placement in whatever way they determined was appropriate, but now administration is deciding this in a top-down way. I also stated this pattern of decision making with Guided Pathways is the reason I no longer volunteer on workgroups related to these initiatives."

- Ryan Mongelluzzo:

As reported by Ryan Mongelluzzo:

"Yesterday, I cautioned the MPC about its communication efforts. It was clear that a trickle-down approach was used (MPC to Deans to Faculty), and this led to programs not feeling similarly attended to. I strongly urged that, in the future, the MPC present potential changes or issues with the Guided Pathways initiative a) to the *entire* bodies of both the Academic Senate and Committee of Chairs b) and in *enough time* where all programs feel properly informed and feel properly heard in terms of their responses."

- Alison Primoza:

As reported by Alison Primoza:

"The Pathways Committee acted several times to break up and eliminate diligent work groups and now requests that more faculty volunteer to work for them. The committee should consider this and demonstrate change before making such requests."

c. Other Committee Reports:

- *Environmental Sustainability Committee:*

As reported by Michelle Rodriguez:

"We met on 10/6/2023.

Reported on the District Committee on Sustainability meeting on 9/29- SDCCD GHG emission report completed

Discussed idea for sustainable transportation between campuses Discussed Mesa

Campus Sustainability Month:

New website updates completed - ECOMESA Green Pledge- goal, form on ecomesa website Bus and Bike for Bucks

Discussed continued work on the Climate Action Plan

Our committee is seeking people from the campus community to help review CAP for: Equity Just transition"

- *SDMC Research Conference:*

As reported by Alison Primoza:

"The Mesa College Research Conference Organizing Committee announced its Spring conference which will take place on either May 17 or 10th, 2024. We encourage you to invite your students engaged in research to present their work at the conference in the form of a poster presentation or an oral presentation. We are open to all research topics across the curriculum."

3. Senate Executive Officer Reports:

a. Vice President: Veronica Gerace

As reported by Veronica Gerace:

"Academic Senate Vice President, Veronica Gerace is still waiting for several committee chairs to update information on their committees. As soon as the lists are updated, she will send out another call for committee participation.

Veronica will share a brief presentation to help keep our Canvas login information private."

b. Secretary: Vacant

c. Treasurer: Thekima Mayasa

- Thekima Mayasa provided a report.

d. Senators at Large: Two (2) Vacancies

e. CTE Liaison: Vacant

f. Immediate Past President: John Crocitti

As reported by John Crocitti:

"The next SDCCD Board meeting will approve 2 FT faculty hiring positions at Mesa, both of them in Counseling. As part of the \$3 million that SDCCD received from the state to hire new FT faculty, District approved 14 new hires: 5 at City, and 3 each at Mesa, Miramar, and Continuing Education. Mesa has not decided yet on the third position."

g. President: Andrew Hoffman:

As reported by Andrew Hoffman.

"Accreditation visits are coming. Please consider attending the Community Forum on October 12 at 1 pm. This will be for faculty and classified professionals, not administrators.

The Chancellor's Forum, led by Acting Chancellor Greg Smith and a number of vice chancellors came to Mesa College on September 26 to speak on the status of the district in terms of planning and budget, enrollment management, student housing, fundraising efforts, re-branding of the district, and Vision 2030. The forum was well attended by faculty, who participated in an enthusiastic Q & A session with the chancellor and vice chancellors.

The issue of automatic enrollment of students on waitlists during the first week of the semester is being reconsidered. Previously, the academic senates of Mesa College and Miramar College both approved of this change, but City College did not. On October 12, I will be participating in a Zoom meeting with Vice Chancellor Susan Topham, the other credit college academic senate presidents, and counseling, to see if City College can be brought onboard. We need agreement from all three credit colleges in order to do this."

SDMC AS Resolution 2022.9.5 - Auto Enrollment: ([LINK](#))

- Supported by Miramar College, but not supported by City College

## **VII. GUEST:**

### **A. Vice Chancellor Joel Peterson – New Parking Enforcement System:**

1. The new parking enforcement system will allow the district's Community Services Officers (CSOs) to drive through our parking lots with license plate readers instead of having to walk through our parking lots to enforce parking permits.
  - a. The district does not have enough CSOs to walk through all district parking lots to check for current parking permits on vehicles and motorcycles.
  - b. Our CSOs also perform escort services, jump start cars and provide lock out service.
2. The district has been sharing parking ticket information with the Department of Motor Vehicles (DMV) for more than 30 years.
3. District Student Services provides data to the system that Students submit when they purchase a parking permit.
4. The district does not share information with federal immigration enforcement agencies.
5. The district will not use the same data platform for parking enforcement as the University of San Diego (USD).
6. Parking Permit holders can update vehicle license information at any time.
7. Only one (1) vehicle license plate number registered for a single parking permit can be parked in a district parking lot at one (1) time.
8. Parking Permit holders can request temporary parking permits when they need to go to a regional institution that honors our district's parking permits.
9. We are trying to limit the costs associated with issuing and enforcing parking permits and we want to keep things as simple as possible.



**VIII. NEW BUSINESS:** None

**IX. OLD BUSINESS:**

**A. CBA Updates – FLEX Obligations Related to Enhancing Cultural Competence - Feedback:** J. Johnson

1. Katie Palacios will report on what the Learning Opportunities for Transformation (LOFT) has been working on.
2. We are looking for new ways to collaborate with Faculty.
3. Chair Judy Sundayo and the Committee on Diversity Action, Inclusion and Equity (CDAIE) can help us meet the new FLEX obligation.

**X. ROUND TABLE TOPIC:** None

**XI. ANNOUNCEMENTS:**

- A.** The next SDMC Academic Senate meeting is October 23, 2023 @ 2:20PM in Room LRC 435.
- B.** The next Academic Affairs Committee meeting is October 16, 2023 @ 4:15PM in Room A117.
- C.** The next Committee of Chairs (CoC) meeting is October 25, 2023 @ 2:30PM in Room MC 211 A/B.
- D.** The next Curriculum Review Committee Meeting is October 19, 2023 from 2:15PM-4:00 in Room LRC 435.
- E.** The next SDMC AS Executive Committee meeting is October 16, 2023 @ 2:30PM in Room A117.
- F.** The next Professional Advancement Committee meeting is October 18, 2023 @ 2:30PM in Room A117.

**XII. ADJOURNMENT @ 4:11PM.**

Move to Adjourn:

**M/S**

Sundayo/Allbee

**UNANIMOUS**

Svoboda – Proxy to Sanchez

Submitted by Sue Saetia:  
Approved by the SDMC AS:

**Proposed Alignment of SDCCD GE with Proposed Title 5 Revisions and Cal GETC**

SDCCD Current			CCC Proposed Title 5 Revisions***			^CalGETC		
General Education			General Education			General Education		
Area	Title	Units	Area	Title	Units	Area	Title	Units
			1	Oral Communication and Critical Thinking		1	English Communication	
A1	English Comp	3	1A	English Composition	3		English Comp	3
			1B	Oral Communication and Critical Thinking	3		Critical Thinking	3
							Oral Communication	3
A2	Communication and Analytical Thinking	3	2	Mathematical Concepts and Quantitative Reasoning	3	2	Mathematical Concepts and Quantitative Reasoning	3
						3	Arts and Humanities	
C	Humanities		3	Arts and Humanities	3		Arts	3
							Humanities	3
D.	Social and Behavioral Sciences		4	Social and Behavioral Sciences	3	4	Social and Behavioral Sciences (two disciplines)	6
B	Natural Sciences	3	5	Natural Sciences	3	5	Physical and Biological Sciences	
1	Life Sciences							
2	Physical Sciences						Physical Science	3
							Biological Science	3
							Laboratory for Physical or Biological Science	1
			6	Ethnic Studies*	3	6	Ethnic Studies	

SDCCD District Requirements**			CCC Proposed Title 5 Revisions	Cal GETC
Area	Subject	Units		
1	Competence Reading and Written Expression (A1)		Merged into 1A	
2	Competence in Mathematics A2	3	Merged to 2	
3	American Institutions/Cal Gov	3	Local Decision	Not required for CalGETC; is a CSU Graduation Requirement
4	Health Education	3	Local Decision	
5	Exercise Science Activity	1-2	Local Decision	
6.	Multicultural Studies	3	Local Decision	

\*Add Ethnic Studies Fall 2024

\*\*District Requirements = Double Counting Allowed

\*\*\*One course may not be counted in more than one general education area, even if the course is approved in multiple general education areas.

^CalGETC Fall 2025

## **Academic Affairs Report on Generative AI September 2023**

by

**Mary Gwin  
Lisa Burgert  
Das Odasso**

### **Introduction**

Generative artificial intelligence (AI) is technology that uses deep learning models to generate content that is like the content previously only created by humans (Lim, et al., 2023). For example, generative AI can produce images as well as cohesive paragraphs that mirror human outputs. This is done by use of large language models, which are complex statistical representations of language that can be used, among other things, to predict sentence structure to generate content (Luitse, 2021). Generative AI is distinguished from other kinds of AI, like conversational AI (e.g., chatbots) and other forms of generic AI (Lim, op.cit.). Typically, generative AI can produce content that goes beyond explicit programming (Lim, op.cit.). ChatGPT and others (e.g., BARD, DALL-E, etc.) are examples of applications that use generative AI.

In education, some concerns about generative AI use include privacy, academic integrity, accuracy, and intellectual property. Our focus in this report is to survey the current academic integrity and use policies for generative AI in three areas: institutions, courses, and research journals. This survey does not claim to be an exhaustive list of policies, but rather, a first pass at understanding the scope of policies as of September 2023. In the following, we provide a brief survey of policies for institutions, courses, and journals.

### **Institutional Policies**

We surveyed several colleges and university policies and found that rather than banning it, most universities across the country have developed policy guidelines for generative AI use. Locally, the University of California San Diego, for example, offers a library guide<sup>1</sup> explaining what generative AI is and how to use it and cite it and offering guidelines for how to use it and avoid violating academic integrity. The University of San Diego's Center for Educational Excellence offers a similar page<sup>2</sup>. Across the state, similar resource pages are available. The University of California Berkeley's Center for Teaching and Learning<sup>3</sup> and the University of California Los Angeles's Center for the Advancement of Teaching<sup>4</sup> have a resources page for faculty and

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<sup>1</sup> Available at <https://ucsd.libguides.com/c.php?g=1322935&p=9734121>

<sup>2</sup> <https://www.sandiego.edu/cee/pedagogical-resource-bank/generative-ai.php>

<sup>3</sup> <https://teaching.berkeley.edu/understanding-ai-writing-tools-and-their-uses-teaching-and-learning-uc-berkeley>

<sup>4</sup> [https://teaching.ucla.edu/resources/ai\\_guidance/#::~:~:text=The%20UCLA%20Student%20Conduct%20Code,work%2C%20or%20must%20clearly%20acknowledge](https://teaching.ucla.edu/resources/ai_guidance/#::~:~:text=The%20UCLA%20Student%20Conduct%20Code,work%2C%20or%20must%20clearly%20acknowledge)

students with guidelines like the aforementioned. This kind of resource for student and faculty usage of generative AI tools is available in much the same way at universities nationally.<sup>5</sup>

Similarly, community colleges are offering support for faculty and students.<sup>6</sup> Tacoma Community College offers robust resources for faculty and students including training in prompt writing and course policies.<sup>7</sup> Miami Dade College is offering professional development for faculty and aims to integrate generative AI across disciplines.<sup>8</sup> San Diego Community College District's Office of Innovation and Institutional Effectiveness offers a page with links to news articles and other resources.<sup>9</sup>

## Course Policies

Lance Eaton at College Unbound maintains a Google doc of syllabus policies across colleges and disciplines.<sup>10</sup> While these policies vary by individual, there are typically four ways to approach the use of generative AI in the classroom. These approaches are prohibiting use, limiting use with prior permission, using with acknowledgment, and using with no acknowledgment. The University of Delaware Center for Teaching and Learning Development recommends the following course policies:

Prohibiting Use- "... explicitly tell students [not to use generative AI on assignments, and] explain to them why they are not allowed to collaborate or use tools. An honest, respectful discussion about why it is important for students to work independently in this particular class can help students understand that critical context and broader (academic, professional, or disciplinary) norms and expectations."<sup>11</sup>

Limiting Use with Prior Permission- "... clearly communicate with students when and how they can and cannot use these tools... make clear the rationale for allowing these tools in some situations but not allowing them in others; this could be an open discussion and exploration of (academic, professional, or disciplinary) norms and expectations or it could be a brief explanation of your thinking and expectations."<sup>12</sup>

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<sup>5</sup> For example, the University of Wisconsin Madison's Center for Teaching, Learning, and Mentoring's policy is available at <https://ctlm.wisc.edu/self-serve-resources/artificial-intelligence-and-chatgpt/#:~:text=ChatGPT%20and%20other%20AI%2Dgenerated,area%20of%20teaching%20and%20learning>

<sup>6</sup> For example, Normandale Community College in MN offers this <https://ctlm.wisc.edu/self-serve-resources/artificial-intelligence-and-chatgpt/#:~:text=ChatGPT%20and%20other%20AI%2Dgenerated,area%20of%20teaching%20and%20learning>

<sup>7</sup> <https://tacomacc.libguides.com/generativeAI/home>

<sup>8</sup> <https://www.insidehighered.com/opinion/views/2023/07/07/how-one-college-responding-rise-ai-opinion>

<sup>9</sup> <https://www.sdccd.edu/about/departments-and-offices/institutional-innovation-effectiveness/innovation-educational-technology/innovation-technology-news.aspx>

<sup>10</sup> See <https://docs.google.com/document/d/1RMVwzic1o0Mi8Blw-JUTcXv02b2WRH86vw7mi16W3U/edit?pli=1#heading=h.1cykin2vg2wx> for a variety of examples.

<sup>11</sup> Available at <https://ctlm.udel.edu/advanced-automated-tools/#course-policies>

<sup>12</sup> Ibid.



Using with Acknowledgment- "... explicitly (a) note how students should cite or otherwise acknowledge these tools, with one or more examples, and (b) help students understand the limits and appropriate uses of these tools."<sup>13</sup>

Using with No Acknowledgment-Students should be made aware of the limitations of and appropriate uses of these tools.

An example of language for syllabi and individual assignments is offered by Oregon State University's Center for Teaching and Learning.<sup>14</sup> We offer sample syllabus language from the University of Delaware in our conclusions section.

## Journal Policies

We surveyed six representative journal publishers for policies<sup>15</sup> and found minimal disagreement regarding the use of generative AI. No publisher allows generative AI to be cited or listed as an author. All authors of publications are responsible for the accuracy of the content. While all publishers allowed for the use of AI to aid in developing a manuscript, only one required permission for use from the editors (*Science Journals*)<sup>16</sup>. All the publishers who allow the use of AI require disclosure of some sort, either in the methods section<sup>17</sup> of the paper, in the cover letter, or in a section of the paper after the text and before the reference list<sup>18</sup>.

## Conclusions

Generative AI is currently being embraced as a learning tool at all levels of higher education, though the impacts of the recent technology are unclear. The California Community Colleges Chancellor's Office has included it in the 2030 Vision as a Strategic Direction by citing it as a tool that holds "...great promise...to eliminate equity gaps..."<sup>19</sup> and promising to explore "...opportunities to lead in adapting and building the promise of advances in AI in higher education."<sup>20</sup> Consequently, we think that it is in our best interest to stay apprised of developments and advocate for professional development opportunities like the ones offered through Miami Dade College<sup>21</sup> and Los Rios Community College District.<sup>22</sup> Potential areas for

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<sup>13</sup> Ibid.

<sup>14</sup> Available at <https://ctl.oregonstate.edu/guidance-syllabus-statements-about-ai-use>

<sup>15</sup> These journal publishers are Nature Portfolio, Science Journals, Sage, Elsevier, Oxford, and Cambridge.

<sup>16</sup> Available at <https://www.science.org/content/page/science-journals-editorial-policies>

<sup>17</sup> For example, <https://www.nature.com/nature-portfolio/editorial-policies/ai>, <https://us.sagepub.com/en-us/nam/chatgpt-and-generative-ai>, [https://academic.oup.com/pages/authoring/journals/preparing\\_your\\_manuscript/ethics](https://academic.oup.com/pages/authoring/journals/preparing_your_manuscript/ethics), <https://www.cambridge.org/core/services/authors/publishing-ethics/research-publishing-ethics-guidelines-for-journals/authorship-and-contributorship#:~:text=AI%20Contributions%20to%20Research%20Content&text=Authors%20are%20accountabl>, <https://www.elsevier.com/journals/information-and-management/0378-7206/guide-for-authors>

<sup>18</sup> <https://www.elsevier.com/journals/information-and-management/0378-7206/guide-for-authors>

<sup>19</sup> <https://www.cccco.edu/About-Us/Vision-2030/strategic-directions>

<sup>20</sup> Ibid.

<sup>21</sup> Op. cit.

<sup>22</sup> <https://losrios.edu/campus-life/calendar-and-events/event?id=x87494&date=20230925&time=1200>

professional development for faculty include ethical use for students and faculty, preparing students for AI use after transfer and in the workplace, and teaching with (and without) AI tools.

One area of immediate concern among faculty at San Diego Mesa College is developing syllabus language to address the use of generative AI in the classroom. Here are some examples from the University of Delaware<sup>23</sup>:

**Prohibiting Use-** “Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.”<sup>24</sup>

**Limiting Use with Prior Permission-** “Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.”<sup>25</sup>

In cases where students are required to document explicitly, here is sample language:

“If permission is granted to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2), they must be properly documented and credited. Text generated using ChatGPT-3 should include a citation such as: “Chat-GPT-3. (YYYY, Month DD of query). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>” Material generated using other tools should follow a similar citation convention.”<sup>26</sup>

In cases where students are required to explain use, here is sample language:

“If a tool is used in an assignment, students must also include a brief (2-3 sentences) description of how they used the tool.”<sup>27</sup>

**Using with Acknowledgment-** “Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: “Chat-GPT-3. (YYYY, Month DD of query). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>” Material generated using other tools should follow a similar citation convention.”<sup>28</sup>

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<sup>23</sup><https://ctal.udel.edu/advanced-automated-tools/#syllabus-language>

<sup>24</sup> Ibid.

<sup>25</sup> Ibid.

<sup>26</sup> Ibid.

<sup>27</sup> Ibid.

<sup>28</sup> Ibid.

In cases where students are required to explain use, here is sample language:

“If a tool is used in an assignment, students must also include a brief (2-3 sentences) description of how they used the tool.”<sup>29</sup>

Using with No Acknowledgment- A statement regarding the acceptability of free use is appropriate.

Finally, it is worth noting that the MLA, APA, and Chicago Manual have developed citation policies for generative AI. The MLA does not recommend citing generative AI as an author, but does offer guidance on how to cite generative AI uses for paraphrasing, quoting, editing, translating, etc.<sup>30</sup> The policies for APA and Chicago styles are similar.<sup>31</sup>

## References

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<sup>29</sup> Ibid.

<sup>30</sup> <https://style.mla.org/citing-generative-ai/>

<sup>31</sup> <https://apastyle.apa.org/blog/how-to-cite-chatgpt> and <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>