

SBVC AI Task Force Meeting Minutes

Date: 4/24/26

Time: 2:00 PM to 3:30 PM (extended to approximately 4:09 PM)

Location: <https://sbccd-edu.zoom.us/j/6338456156>



**Academic
Senate**

AI Task Force

Charge:

Develop and recommend policies, frameworks, and best practices for the ethical and effective integration of artificial intelligence technologies at San Bernardino Valley College. The task force will provide guidance to the Academic Senate and potentially the college community on AI literacy, professional development, academic integrity, and strategic planning aligned with CCCCCO Vision 2030 and ASCCC recommendations.

Membership

Task Force Membership (1 member per 15 full-time faculty in each division)		
Division (Seats)	Member	Present
Chair (Non-Voting)	Jessy Lemieux	☒
Academic Svcs, Business & Computer Tech (1)	Jesse Chou	☐
Arts & Humanities (2)	Judy Joshua	☒
	Keith Beshwate	☒
Career Technical Education (1)	Ben Laskowski	☐
Counseling & Student Development (2)	Phylicia Deam	☐
	Keenan Giles	☐
Health Sciences (1)	Anita Arnold	☒
Instructional Support Services (1)	Brandy Major	☒
Kinesiology, Health & Athletics (1)	(Vacant)	☐
Science & Mathematics (3)	Michael Torrez	☒
	Christine Seeger	☒
	(Vacant)	☐
Social Sciences & Human Development (2)	Adam Pave	☒
	Danielle Graham	☒
Guests		
Guest (SBVC)	Carol Damgen	
Guest (CHC)	TL Brink	

Agenda

#	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FURTHER TASKS
A.	Call to Order	Called to order at 2:02 PM. Quorum present.	
B.	Approval of Agenda	One amendment: framework renamed to "AI Framework for Teaching and Learning" per feedback from incoming Senate Exec (10+1 alignment). 1st: B. Major / 2nd: K. Beshwate. Approved unanimously as amended.	
C.	Committee Reports; Constituent/Other		
1	- AP 3775 status update - Student poll status	AP 3775: J. Joshua reported district accepted purpose and scope revisions but pushed back on most other edits, including faculty input on third-party contracts. Senate to draft a response after 4/29 for the 5/7 PPAC meeting. Sections relevant to the framework remain intact. Student poll: Pending Student Senate review. Student input will inform future revisions.	AP 3775 response to Senate 4/29, then PPAC 5/7.
D.	Action Items		
1	Approval of 4/10/26 minutes	1st: B. Major / 2nd: C. Seeger. Approved unanimously.	
2	AI Framework for Teaching and Learning v1.0: review and vote on level structure (three vs four levels) Review working draft, discussion starter comparison, and committee feedback incorporation	Framework name: After discussion of alternatives, C. Seeger proposed "SBVC AI Framework for Syllabus Use, Teaching, and Learning." Motion (A. Pave / 2nd: Anita Arnold). Approved unanimously. Three vs. four levels: Motion (B. Major / 2nd: A. Pave) to adopt three-level structure (No AI Use, AI Assistance, AI Integration). Passed 6-1-1 (Arnold no, Graham abstain). Revisions: Changed "idea generation" to "brainstorming"; changed "any assignment" to "any purpose, including to summarize assigned readings"; added "test taking"; added "reading comprehension" and "critical thinking" to optional rationale; added "etc." to AI Assistance uses; struck "brief" before "statement"; removed "broadly" from AI Integration. Framework approval: Motion (K. Beshwate / 2nd: M. Torrez). Approved unanimously.	Chair to incorporate revisions and update name throughout.
E.	Old Business (Continuing/tabled items)		
1	Best practices statement and AI detection language: review and finalize (page 2 of working draft, tabled from 4/10)	Committee reviewed best practices. Key changes: removed redundant "not a requirement"; changed "discipline-level" to "discipline-specific"; added AI Task Force website reference; retained faculty disclosure language ("should disclose") as within Senate's 10+1 purview; rearranged equity sentence; removed "substantially" from AI-generated definition; fixed anthropomorphizing language.	Chair to finalize and submit to Senate President.

		Motion (D. Graham / 2nd: A. Pave) to recommend framework, best practices, and companion resource to Senate. Approved unanimously.	
F.	New Business		
1	Companion resource (page 3 of working draft): review - Modular phrase menu, auto-enabled AI features, Grammarly, citation FAQ - Confirm as living resource separate from Senate deliverable	Reviewed. Confirmed as a living resource separate from the Senate deliverable. Minor language corrections noted. Approved as part of the motion under E.1.	
2	Fall 2026 professional development and future governance - PD topic and format recommendations (survey data) - AI Task Force Continuation - Framework adaptability beyond the classroom	PD: Recommended convocation week AI town hall; further PD development deferred to fall. Task force continuation: Motion (J. Joshua / 2nd: K. Beshwate) to recommend continuing with adapted charge, expanded membership, and PD responsibilities. Approved unanimously. Senate recommendations: Four recommendations finalized (framework, best practices, town hall/PD, task force continuation). Motion (A. Pave / 2nd: Anita Arnold). Approved unanimously.	Chair to finalize recommendations and slide deck for 4/29.
G.	Future Agenda Items & Committee Business		
1	Senate first read: 4/29/26 Senate second read: 5/6/26 - Framework and best practices for adoption - PD and governance recommendations - Task force recommendations document	Slide assignments for 4/29: J. Lemieux (charge, context, badges, recommendations), B. Major (framework intro), D. Graham (survey data), K. Beshwate (No AI Use), C. Damgen (AI Assistance), C. Seeger (AI Integration). Second read: 5/6/26.	Chair to distribute updated slide deck.
2	Approval of 4/24 minutes via email?	Committee agreed to approve 4/24 minutes via email since this is the last scheduled meeting of the spring semester.	
3	Comments for the good of the order	Members expressed appreciation for the work completed over four weeks and interest in continuing.	
4	Adjournment	Meeting was extended by motion (C. Seeger / 2nd: M. Torrez) at approximately 3:20 PM. Motion to adjourn: A. Pave / 2nd: B. Major. Adjourned at approximately 4:09 PM.	