**Colleges and Student Services Committee**

2024-25

Meeting date: Wednesday November 6, 2024

Location: A.J.M. Smith Meeting Room

In attendance**:** Christine Freeman-Roth (Chair), Lawrence Lam (AVP Students), Lesley Hulcoop (Secretary), Melissa Martin (Campus Safety), Mara Graham (Wellness), Melissa Fernandes (Student Affairs), Rylin Wormington (OC), Angela Slater Meadows (TGSA), Jaz Raine (TGSA), Shihab Islam (CC), Diamond Akinbaleye (TISA), Camryn Moerchen (EC), Stevie-Dee Carter (EC) Moksha Chopra (CC), and Yugad Shivekam Nagra (GC).

**Absent:** Iyiola Alade, TCSA, Miguel Capilla Bagatella (TI), TUNA, and Bailey McArthur (TC)

**Agenda:**

1. Chair’s Welcome
2. Approval of Agenda
3. Approval of October 2nd minutes
4. The Provost's AI Working Group (Emily Tufts and Michael Hickson)
5. Ad Hoc Subcommittee (Food Insecurity).
6. AVP Students Updates
7. Other business
8. Adjournment

**1. Chair’s Welcome –** Christine Freeman-Roth

Land Acknowledgement. : “We respectfully acknowledge that we are on the treaty and traditional territory of the Michi Saagiig Anishinaabeg.  We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations.  May we honour those teachings.” For more information and resources please see the First Peoples House of Learning: <https://www.trentu.ca/fphl/cultural-support/student-employee-resources>

Lady Eaton College has new t-shirts with an Indigenous design on them. Working at showing that the Indigenous community has a place in the Colleges.

**2. Approval of Agenda**

Motioned by Melissa Fernandes. Seconded by Melissa Martin. All in Favor.

**3. Approval of Minutes**

Motioned by Camryn Moerchen. Seconded by Mara Graham.

8 in Favor, 2 Abstentions. Motion carried.

**4. The Provost's AI Working Group (Emily Tufts and Michael Hickson)**

The Provost’s AI Working Group was formed in spring 2024 to extend the work completed by the Centre for Teaching and Learning in 2023 that resulted in Trent’s AI Guidelines for instructors. The purpose of the working group is to conduct an institutional needs assessment and draft guiding principles, complementary guidelines and identify resources for AI use at Trent by students, faculty and staff in learning, research and administrative contexts. If you haven’t had a chance to fill out the survey, please check your email for the link. Will also email the links and the overview at the end of the meeting.

*The objectives are to:*

* Explore and evaluate potential applications and implications of artificial intelligence within academic, research and administrative contexts at Trent University.
* Build awareness, capacity and knowledge across Trent to enable safe and ethical use of AI tools in teaching, learning, research and administrative contexts.
* Assess readiness for AI adoption at Trent in terms of skills, expertise, infrastructure and potential applications or use cases.

*Discussion:*

* Students are sometimes afraid of using AI. Don’t know how to use it as a tool, rather than a crutch.
* Need to develop a shared understanding of what’s okay and not okay.
* Need to learn how to use it as a resource (e.g. Grammarly, peer editing). Many students grew up using these tools.
* The environmental effects are enormous, but need to use it effectively.
* Concerns about privacy and security. For example Co-pilot is seen to be more secure then Chat GPT.
* Need to check with your Professor to see if you’re allowed to use it in a course.
* Academic Integrity Policy was updated in 2023.
* Contact Emily Tufts if you want to talk about AI.
1. **Ad Hoc Subcommittee (Food Insecurity)**
* We had a productive first meeting and did an inventory of the different programs at Trent.
* Next meeting we will look at some of the gaps and possible collaborations.
* Connect with Lawrence Lam if you have any questions.
1. **AVP Students Updates**
* This Friday is the fall open House. Please consider volunteering to help showcase our campus.
* Thrive week was success. Thanks to everyone who participated.
* The Equity and Human Rights Office is having a day long workshop on November 14 called “Allyship: Calling In versus Calling Out”.
1. **Other Business**

**Melissa Fernandes**: There have been changes to the Terms of Reference for the Orientation subcommittee. The Trent University Native Association has been added to the membership. There are12 voting members and consultants can be anyone the subcommittee wants input from.

**Jaz Raine**: The Trent Graduate Student Association will be asking for an increase in the graduate student College fee in their spring referendum.

**8. Adjournment**

 Motion to adjourn by Mara Graham and Camryn Moerchen.