

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

September 25, 2024 2:30 PM EDT

Virtual Meeting

Board Members in Attendance: Hala Abou Arraj, Jackie Carter, Chris Huang, Ari Kaufman, Carrie Jeffers, Caroline Laguerre-Brown, Cassandra Moore, Roslyn Perry, Julia Pomerenk, Tiffani Robertson, Brenda Selman, Kristi Wold-McCormick

Staff Members in Attendance: Quintina Barnett Gallion, Melanie Gottlieb, Martha Henebry, Tiffany Hsu, Mike Simmons

Guests in Attendance: Fred Magdaug

Call to Order

President Wold-McCormick called the meeting to order at 2:33 PM EDT on September 25, 2024.

Approval of Consent Agenda

MOTION 2024.09.01 – It was duly moved and seconded to approve the consent agenda.
APPROVED

Approval of Minutes

MOTION 2024.09.02 – It was duly moved and seconded to approve the August 21, 2024 meeting minutes as presented. APPROVED

Officer Reports

All officer reports were uploaded to AACRAO Exchange and approved as a part of the consent agenda.

Committee Reports

All committee reports were uploaded into AACRAO Exchange and approved as a part of the consent agenda.

Vice President Huang asked the Board to review the proposed bylaw changes presented by the Governance Committee. The Board can vote for approval of those changes at the October 2024 Board Meeting.

Staff Reports

Executive Director Gottlieb directed the Board to Exchange for her September report.

Discussion List

Generative AI Discussion

Executive Director Gottlieb provided an overview of how AACRAO is thinking about and responding to the growing use of artificial intelligence (AI) across the higher education landscape. She started off the conversation with a Mentimeter word cloud and asked for board members to input any words that came to mind when they hear the word AI. The Board also received a quick overview on what AACRAO has been doing in the AI space. Executive Director Gottlieb then directed the Board's attention to a hype cycle graph provided by Gartner Group. AACRAO is at the very beginning phase of the hype cycle (innovation trigger). What the graph goes to show is that because AACRAO is at the very beginning of the cycle, there is probably a lot of over-inflated expectations and over-inflated fears.

Executive Director Gottlieb then went on to show the Board that Ellucian did a survey in June of 2023 and 70% of their respondents held a favorable view of AI and its potential in their professional work. EDUCAUSE did a landscape study in 2024 and the results show that there's a rise of student use. The biggest fear with that is the inappropriate use of AI. There is also a fair amount of faculty enthusiasm for AI according to the study, which is unexpected. According to the study, institutions appear to be leaning into strategies such as providing training for their faculty to learn new AI skills or provide training for students. On the administrative side, the use of AI is mainly to offload administrative burdens, repetitive and mundane tasks, and automating processes. Executive Director Gottlieb explained that there are some concerns surrounding: plagiarism, violations of copyright, intellectual property, marginalizing individuality, reinforcing normality bias, widening the digital divide, increasing misinformation and disinformation, and a decrease in creativity and critical thinking. In addition, there are also privacy and security questions surrounding the use of AI. Executive Director Gottlieb directed the Board to a quote by economist, Richard Baldwin "AI won't take your job, it's somebody using AI that will take your job".

AACRAO is approaching AI in three different lanes:

- **Impact on the Professions** – How does AI impact those in the professions of Admissions, Enrollment, Records and Academic Services, Transfer and Evaluation?
- **Impact on the Members** – How do we help individual members upskill? What resources should we provide for institutions?
- **Impact on the Association** – What's the impact for the association and the national office? How does AI impact AACRAO's business model and how can it impact its operations? How can AI impact individual staff members who are using AI in their jobs? What internal policies need to be developed? What member facing policies need to be developed?

Across all the lanes, AACRAO needs to think about risks, opportunities, and ethics surrounding AI. Internally, AACRAO is having internal staff discussions about the use of AI. In addition, this is also a topic of discussion at the AACRAO Strategic Priorities meetings and has come up in AACRAO Executive Team meetings as well. Executive Director Gottlieb directed the Board's attention to two draft AI policies. One of the policies addresses the use of AI editing tools for AACRAO publications. This policy will be formalized in the next week or so and is more so an internal use policy. A second policy is currently in the works and that policy will be member facing.

The Board discussed opportunities for AACRAO to support members in understanding and responsibly adopting AI. Some examples of this include: training, resources, and webinars showcasing ethical AI practices.

Old Business

PAC Chair/Vice-Chair Term Lengths

Vice President Huang directed the Board's attention to the document in AACRAO Exchange that highlights the proposal to adopt a two-year PAC Chair and Vice-Chair term limit.

MOTION 2024.09.03 - It was duly moved by the Governance Committee to adopt a two-year PAC Chair and Vice-Chair term limit. APPROVED

Small College Issues Committee

Vice President Perry has been in communication with Maribeth Widelo, Chair of the Small College Issues Committee, and keeping her up to date on the conversations that have been happening in the small colleges listserv. The committee recently announced that Michael Murray, Registrar at the Columbus College of Art and Design, is now serving as the committee's Vice-Chair. The committee has also been in conversation about changing their PAC name. Vice President Perry proposed the following names for the committee and ask the Board for their suggestions and feedback.

- Small Colleges Development Committee
- Small College Support Committee
- Small Colleges Committee

The consensus from the Board was that the committee should change their name to Small Colleges and drop "Issues" from their title. This makes it inclusive of development and support, which are terms used in the other proposed name changes.

Vice President Perry will take this back to PAC Chair Widelo and PAC Vice-Chair Murray and have them write a small request to officially make a change to the PAC name.

Neurodiversity Caucus Proposal

The Board discussed the proposal to create a neurodiversity caucus. After an extensive debate and discussion around inclusivity and the broader needs of members with disabilities, the Board decided not to approve the caucus proposal at this time. Associate Executive Director Barnett Gallion noted that when a caucus proposal is denied by the Board, a community may be created within the AACRAO Exchange so that the conversation for that group can continue. Vice President Perry will work with the AACRAO Staff to develop communication towards the individuals who proposed this caucus and show them that although the caucus proposal was denied at this time, AACRAO is still here to support them.

MOTION 2024.09.04 - It was duly moved and seconded to deny the creation of the Neurodiversity Caucus. APPROVED

Executive Director Gottlieb noted that there is update on the Ethics Committee work.

Executive Director Gottlieb noted that Consultant Jeff Arnold's recommendations and action items for the Board were never assigned to anyone in particular. She will review the recommendations with President Wold-McCormick and do some planning before bringing it back to the Board for a discussion on how to execute the action items.

New Business

There was no new business to discuss.

The meeting was adjourned at 4:29 PM EDT.

Attachments

Agenda

August 21, 2024 Meeting Minutes

ED Report – September 2024

HRC Committee Report September 2024

VP Robertson Officer Report September 2024

Kaufman and FI&A Report – September 2024

Governance Committee September Report

President-Elect BOD Report

Vice President for Records and Academic Services Report – September 2024

Program Services Review Committee Report – September 2024

C. NEWSOME_V-P AT LARGE SEP24 OFFICER REPORT

VP International Education September Report

VP at Large September 2024 Report (Jeffers)

VP Admissions and Enrollment Management Report – September 2024

PAC Chair-Vice-Chair Term Limit Proposal
Proposed Bylaw Changes – 2024
September 2024 BOD Report_Access & Equity
Generative AI Discussion – PRE READ