

A-Deans Working Group (ADWG) Midyear Report

Fall 2023

Membership

Chair(s): Elizabeth Oldmixon, Amy Thelk & Audrey Burnett

Members: Melinda Adams, Karina Kline-Gabel, Siân White, Scott Gallagher, Demetria Henderson, Cheryl Mast, Oris Griffin, Bryan Zugelder, Kevin Apple, BJ Bryson, Doug Hochstetler, Linda Plitt Donaldson, Jeff Tang, Afzal Upal, Mindy Capaldi, Steven Whitmeyer, Wren Stevens, Fawn-Amber Montoya, Felix Wang, Andrea Adams, Bill Hartman, Carolyn Schubert, Stefanie Warlick-Burrow, Sarah MacDonald, Laura Ryman Michael Stoloff, and Scott Paulson

Charge: The A-Dean Working Group is charged with providing faculty members working at the A-dean level the opportunity to share knowledge, collaborate to develop effective strategies for college/unit-assigned activities, and provide feedback to academic leadership on problems and emerging issues.

Summary of Current Semester Activity:

- The co-chairs and Elizabeth had initial meetings to discuss the mission, priorities for the year, and our individual working styles to determine respective responsibilities.
- Developed a list/MS Teams repository of artificial intelligence (AI) policies from A-Deans' respective units.
- Developed, discussed, and shared a survey to track each A-Dean's specific roles within their respective college.
- Developed, discussed, and shared an interest survey to determine meeting schedule preference and pertinent issues for the year according to committee members.
- Sludge audit discussion (based on the book, *Sludge*).
- Elizabeth led a discussion on the Faculty Workload Report.
- Discussed the Shared Governance Implementation Task Force purpose, charge, and goals.
- Preliminary discussion on exploring faculty information system platforms (e.g., Watermark).
- Preliminary discussion on AUH vs. chair models - and evaluations of both.

Future Work Planned:

- Based on activities already conducted, certain topics will be revisited throughout the spring semester, such as the Faculty Workload Report and workload strategic planning, and determining whether the respective colleges have crisis and emergency protocols in place.

Associate/Assistant Dean Working Group
Agenda Items for Fall 2023 Meetings

August 14

- Welcome new A-Deans
- Spotlight 2-3 A-Deans each month
- General summary of Chat GPT policy feedback from colleges/units (Audrey)
- Sludge audit (Amy)
- Coming up before September meeting: A-Dean interest survey

September 11

- Discussion of faculty Workload report (Elizabeth)

No October meeting

November 13

- Shared Governance Implementation Task Force update
- Exploring faculty information systems (e.g., Watermark)
- AUH vs. chair models - and evaluations of both

December 11

(To be determined)

Minutes from Initial Chair & Co-Chairs Meeting

Wednesday, December 6, 2023 at 12:48:47 Eastern Standard Time

Subject: Notes from yesterday's meeting
Date: Wednesday, June 14, 2023 at 4:22:51 PM Eastern Daylight Time
From: Thek, Amy - thekadm
To: Oldmixon, Elizabeth - oldmixea
CC: Burnett, Audrey - burnetaj

Hi Elizabeth,

Audrey and I wanted to send you these notes. At our meeting yesterday we discussed a variety of questions and ideas we have about the 2023-24 ADWG. Hopefully we can address these further when we all get together in July.

Scheduling and logistics

*Are all A-Deans expected to attend all meetings? We are all busy so it might be helpful to encourage A-Deans within each college to determine which of them would benefit most from a given meeting, based on topic.

*Can we commit to announcing the agenda in advance (5-7 days) of each meeting to help people mentally prepare (and figure out who will attend as described in above bullet) and send out pre-meeting readings and documents, as well as “look-fors” or prompts for people to think about that will better guide the discussion during the scheduled meeting.

*Can we figure out the entire year’s dates before the start of the fall semester? I think Tracey and Jeff had sent out a Doodle poll to see what dates and times were best for everyone; can we get that info?

*Should participants have option to Zoom, or just in-person? (FWIW, Audrey and Amy prefer in-person to Zoom).

Topics/content of meetings

*What are Elizabeth’s priorities/what would you like to accomplish in 2023-24 via this group? Does the Provost have anything she would like us to address in this group?

*Can we disseminate take-aways from the workload study that was done in spring? Amy and Audrey happy to help attack this info this summer.

*Should we send a survey to A-Deans asking for their topics of

interest, ideas for guest speakers, burning questions they would like covered, etc.?

*Service/research project that A-Deans can address throughout the year? For example, Audrey and Amy talked about how the writing skills of JMU students are often somewhat weak even at upper-undergraduate and graduate levels - - the A-Deans could tackle a big-picture concern like this and report to upper-administration (kind of like a mini-QEP or IMPACT project). Other ideas – accessibility on campus, social media impact on our students, workplace tension, etc.

Bigger picture

*What are the expectations of participants?

--Is attendance mandatory?

--To whom/what groups should the info in the group be shared, if anyone?

*Is there an annual report that we (as leaders) will need to prepare and submit at the end of the 2023-24 year?

Thanks Elizabeth. We are looking forward to meeting up with you in July to discuss. As a reminder I will be out of town for several weeks and back the week of July 10.

Audrey and Amy

Amy D. Thek, Ph.D.
Associate Dean of Internal Supports and Accountability
JMU College of Education
MSC 6911
395 South High Street
Harrisonburg, VA 22807
(540)568-3171

A-Deans Working Group (ADWG)
August 14, 2023 - Meeting Minutes

- **In Attendance:** Adams, M., Apple, K., Bryson, B., Burnett, A., Capaldi, M., Gallagher, S., Griffin, O., Hochstetler, D., MacDonald, S., Mast, C., Montoya, F., Ryman, L., Warlick, S., Stevens, W., Tang, J., Thelk, A., Wang, F., Whitmeyer, S., Zugelder, B.

- **Welcome new A-Deans**
 - Welcome Cheryl Mast (COB) & Mindy Capaldi (CSM)!
 - Future meetings will spotlight 2-3 A-Deans each month; Amy/Audrey will contact in advance with prompts.

- **Housekeeping**
 - Expectations for attendance: At least one person from each college should plan to attend each ADWG meeting.

- **General summary of Generative Artificial Intelligence (AI) (e.g., ChatGPT) policy feedback from colleges/units (Audrey)**
 - Audrey to post feedback summary to MS Teams.
 - Consider benefits to neurodiverse students to enhance their learning rather than assuming they are “getting one over” on faculty.

- **Sludge Audit (Amy)**
 - Book title [*Sludge*](#): Potential ADWG goal for colleges to conduct a sludge audit.
 - Elizabeth to discuss more at next meeting.

- **A-Dean Interest Survey - Coming Soon!**
 - Amy & Audrey to develop survey & send out in the next couple of weeks.
 - Some issues may impact multiple colleges and be worthwhile to work on as a group.
 - Some A-Deans’ duties overlap with others’ duties, but not so much with others.
 - What has ADWG worked on in the past that they found helpful.
 - Jeff to share previous files...
 - Preliminary ideas from the group:
 - New attendance policy (#16) & potential backlash/backlog with Dean of Students office.
 - AI policy - Learn from the wealth of knowledge among faculty as they “learn as they go” with AI.
 - Examine inclusive efforts across the country & how they may inform our own efforts at JMU.

- **Next meeting**
 - Monday, September 11, 2023 at 1-2p in Taylor 404 (The Union)

ADWG Meeting Minutes (11.13.23)

- **Shared Governance Implementation Task Force (SGITF) update**
 - ~50 recommendations from the Shared Governance Task Force last year
 - The SGITF will rank recommendations by ‘Start now,’ ‘Start in the spring,’ ‘Hold until next year,’ and ‘moot.’
 - Next meeting to discuss rankings is 11/15/23.


- **Watermark vs. Interfolio (annual reports & T/P documents upload service)**
 - Elizabeth currently in discussion w/UVA as a model.
 - Goal is to improve workflow.
 - University would be the one to purchase the system.
 - Every dept would be required to use the system.
 - Which customizations would be necessary per dept?
 - Concern by ADWGs is launching at same time as CRM.
 - Interfolio is less clunky than Watermark.
 - There is a question about whether Interfolio carries over data from previous years; we need to confirm that it does.

- **Sludge Audit**
 - To improve people’s quality of work life.
 - Currently comprised of several SGITF members.
 - Hope to include Advisor/Librarian, A&P faculty & instructional faculty.
 - Survey will go out in January to everyone in each division.
 - Make reasoning for keeping certain processes in place more transparent.
 - Pinpoint what are the bureaucratic frictions that irritate us?

- **Chair vs. AUH model & evaluations of such roles**
 - Regardless, they will always report to their deans.
 - Clarify and make the evaluation process more transparent.
 - Renewable terms
 - Concern is recruiting AUHs; not many interested faculty.
 - Concern is that current AUHs will feel under attack.
 - Already feeling like they cannot be as innovative as they would like and do the things they would like to do.
 - One suggestion is to have a re-examination of the entire administrative structure as a whole.
 - Have 360s of all administrative staff, including President’s Cabinet.
 - Regardless of the system, trust between AUH and dean is crucial.
 - AUH recommendation from the faculty to the dean would be an important consideration.
 - Number of direct reports is burdensome in addition to the more mentorship role AUH’s are now playing; high turnover in admins also leads to additional workload.
 - If we could identify a person who is embracing the AUH role here at JMU - figure out what IS working.
 - See readings: ‘[Switch](#)’ and ‘[The Success Case Method](#)’

- Activity
- Chat 1
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< All teams



A-Dean Working Group ...

General

Meeting Agendas and Minutes

Meeting Agendas and Minutes Posts Files Notes +

Meet

+ New Edit in grid view Share Copy link Delete ... 1 selected All Documents Filter


Meeting Agendas and Materials > Handouts & Supplemental Docs > **Generative AI**

	Name	Modified	Modified By	+ Add column
	AI-Survey-In-Depth-Analysis-Report-Su...	August 14	Burnett, Audrey - ...	
	Alchemy Webinar.url	August 14	Burnett, Audrey - ...	
	CAL Responses AI ChatGPT July 2023.pdf	August 18	Burnett, Audrey - ...	
	Classroom Policies across US.url	August 14	Burnett, Audrey - ...	
	COE Guidelines (use JMU credentials to l...	August 18	Burnett, Audrey - ...	
	Comprehensive AI policy education frame...	August 14	Burnett, Audrey - ...	
	Harnessing the Power of AI.url	August 14	Burnett, Audrey - ...	
	Sample Syllabus Language.url	August 16	Burnett, Audrey - ...	
<input checked="" type="checkbox"/>	Scared of AI.url	August 14	Burnett, Audrey - ...	
	SMAD AI report July 2023.pdf	August 18	Burnett, Audrey - ...	
	Syllabus Policy Debate.url	August 14	Burnett, Audrey - ...	
	University Policies on AI Writing Tools.url	August 14	Burnett, Audrey - ...	
	Using Generative AI in Coursework.url	August 14	Burnett, Audrey - ...	
	What ChatGPT Can't Teach My Writing St...	August 18	Burnett, Audrey - ...	

Sample ADWG – AI Policies

JMU Feedback:

Christie Liu - Because of the diverse perspectives of AI/ChatGPT and fast development, we talked about how to *invite faculty into discussions/educations/peer learning about using AI creatively, ethically, responsibly, and inclusively*. I'm really thankful for the support that I have had on this campus to be able to have these LAUD/inclusive excellence perspectives and experiences. As I shared with you, the LAUD project has provided me with foundation to look at curriculum design at different angles; so has the project for me as being on the panel to CHBS and May Symposium.

- In terms of syllabus language and assignment design, we have talked about four types of supportive follow-up that can possibly help this campus:
 - AI teaching samples or experiences from JMU faculty - *creative, ethical, responsible, and inclusive*
 - Creative use of proctoring/or not for AI-assisted projects
 - Citations/Library science perspectives related to AI-assisted projects
 - Resources – crowd-sourcing from JMU faculty to support each other
- These may not be as quickly moving forward in this summer, but some long-term fall 2023 or spring 2024 events with panel like (Emily, Andrea, Carolyn, Karen McDonnell, and myself), and some faculty gathering could help educate each other.
- Here are also some resources we talked about:
 - Libraries Guide: <https://ask.lib.jmu.edu/techsupport/faq/387001> (Andrea)
 - Emily G Teaching Toolbox post
- <https://www.jmu.edu/cfi/teaching/toolbox/2023/01-26-chatgpt.shtml>
 - Our May Symposium / CHBS presentation:  [AI Presentation - May Symposium.pptx](#) The JMU faculty book is on the last slide of the deck.

Scott Gallagher - From conversations with individual faculty, the short answer is that the at home writing assignment is now marginalized. The faculty I talked to have said they are relying on honor statements and that's about it at this point. Increased emphasis on in class activities as well as projects are responses as well. In my visits with faculty I've encouraged thinking about ways to structure things to make assignments AI resistant, for example in my class I now have student critique an essay that I've written (with mistakes in it!) rather than write one of their own. So I think there are a lot of good responses.

Wren Stevens –

- Rubén and I are fairly big supporters of ChatGPT and are also both users. I think I can say that we both feel that it has potential benefits for the arts as well a huge minefield that

needs to be navigated. That said, not to invest the work to figure things out will be to do harm to the future of our students.

- The faculty are a mixed bag. There are those who just want to shut down any outside access or do everything on paper under direct supervision and others (myself included) who welcome ChatGPT into the classroom as we see it as just another tool to help students become better thinkers and better writers. At this point we've been leaving it to the individual faculty member, and I'd personally like to see it remain that way. For me this goes beyond ChatGPT to all the image AI platforms (which now includes Adobe).
- Just like with most new tools (calculators, the internet, the PC, and now AI) I think it's important to teach the ethics of use and good use techniques rather than banning.

OVN Feedback:

- Mason is working on a response on audit to academic integrity and AI has been missing from the conversation – Generally no to AI detection software, falling back on existing data integrity and FERPA on student data
 - BU Policy: <https://www.bu.edu/cds-faculty/culture-community/gaia-policy/>
 - Informal data: <https://www.scribbr.com/ai-tools/chatgpt-university-policies/>
- Holly Whistler (VCCS) currently serving on the Faculty Issues Committee and reevaluating their promotion and placement processes; [collecting information](#) about authorship and intellectual property – two areas that greatly impact faculty.

Survey of A-Deans' Roles & Responsibilities

Name

Full title (e.g. Associate Dean of Internal Support and Accountability)

Briefly, list what tasks fall under your role (e.g. "Scholarships, Advancement, Research, Facilities")



Survey of A-Deans' Preferences re: Meetings & Topics

For 2023-24, we are planning on meeting monthly. In my opinion, this frequency is:

- Too often
- Not often enough
- Just right

What topics do you think we should cover in the ADWG meetings this coming year?

Is there any information that could be covered in meetings that would help you better perform your A-Dean duties?

Fill in the blank: The ADWG meeting would be really interesting if _____.

In the past, what have you found helpful about the A-Team/ADWG meetings?
(Provide specific examples if you have any.)

In the past, what has frustrated you about the A-Team/ADWG meetings? (Provide specific examples if you have any.)

What else would you like us to know as we plan the scope and focus of the meetings for 2022-23?

Name (optional)

