Educational Systems and Technology Committee

Draft Agenda
Thursday, September 26, 2024
9-10am MSTeams

Members: Cindy Schultz, Chris Campbell, Katie Tuck, Courtney Boisvert, Akhtar Malik, Awneet Sivia, Carl Janzen, Lee-Anne Stephen, William Maher, Alwin Lai, Kristi Wood, Berinder Brar, Kevin Burk, Jennifer Deon, Ryan Higgins, Jed Mamish, Jennifer Deon

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1.0 Welcome and Territory Acknowledgment

2.0 Business:

a) Review ToR and Membership (Awneet)

b) LMS Project Update (Alwin/Awneet)

c) AI Principles for UFV (Katie Tuck)

2.2 Ongoing Discussion:

What priorities must we consider in the design, delivery, and practical applications of educational systems and technologies in teaching and learning?

2.3 Adjournment

ESTC Notes: June 3, 2024

In attendance: Kevin Burk, Kristi Wood, Berinder Brar, Carl Janzen, Jennifer Deon, Courtney Boisvert, Alwin Li, Awneet Sivia

All minutes approved. One agenda item added below.

LMS Update – Awneet let members know that three vendors have been shortlisted for consideration: Canvas, Brightspace, and Blackboard Ultra. All three vendors have presented in-person demos to student, faculty, and IT focus groups. The LMSs will be rated by the evaluation team and a decision on the successful candidate will be made on June 17th. The projected target date for implementing the new LMS is September 2025.

Added this agenda item: AI Task Force Update – Awneet let members know that the AI TF of cross-institutional representatives completed phase one of their work and developed a draft set of university-wide AI Principles. The principles will be sent to the ETGC for approval on June 11th and then to the Senate for approval in September 2024.

ITS update: Alwin and Kristi on behalf of Katie – As part of the Cybersecurity team at UFV, and from the direction of the BC Chief Information Officer, all UFV employees will need to change/update their passwords to 14 characters over the summer. As employees log in, they will be prompted to change their password. Kristi reported that the digital signage project is continuing and moving toward a target of having digital signage in all campus buildings. Alwin provided an update on IT projects that are currently in progress, including student counseling, Mission Campus renewal, Expense Claim system, and the PD and Pcard programs. All are progressing well.

Scantron Technology – Courtney described a program called Kindrik (check with Courtney) that can digitally handle scantron-based grading. Currently, there are few scantron machines and they are regularly needing costly repairs. This digital alternative could be linked to the new LMS. **Action:** Courtney gathered feedback and will present and update at the next meeting of the ESTC in the fall.

Learning Environment Guidelines – Awneet provided some background on OLO, OLM, HYB, HYF, and TRD and how learning environments differ in all those modalities. The McGill Learning Environment Guidelines were shared and members discussed the different technology tools they have used in various modalities, including examples from Graphic and Digital Design programs and Criminology. The Learning Environment Guidelines will be revisited as part of the work of the ESTC in the coming academic year.

Awneet thanked everyone for their participation and reminded everyone that there will be five meetings of ESTC (two per semester and one in the early summer) for the next academic year. She suggested that more faculty members should join the ESTC to have more cross-representative dialogue. **Action:** One of the meetings next year for the ESTC will be in person/hyflex on the Mission campus to see the impact of the technology renewal project.

University of the Fraser Valley
Artificial Intelligence (AI)Task Force

UFV AI Principles

The UFV AI Principles have been collaboratively developed by the UFV AI Task Force with cross-institutional input. The AI Task Force has developed these principles through a lens of fixed, flexible, proactive, and receptive approaches to support the diverse needs of the UFV community. The AI Principles will be used to support the Academic, Administrative/Information Systems, and Research sectors of the university in adopting and applying AI in their respective areas. Each area will develop and maintain guidelines that connect to these principles and are specific enough to respond to area needs. Training and resources will be required to mobilize the principles in these three areas.

The AI Task Force recognizes that the UFV AI Principles will need to keep pace with changes in AI technologies and social responsibilities. Implicit in these principles is the understanding that UFV is accountable for its use of AI and that the principles are adopted responsibly across the institution.

1. **Integrity and Innovation**

UFV should ensure that AI in education and research is used with integrity, amplifies innovative practices, upholds academic freedom, and is responsive to changing needs.

   a. Education
   b. Research
   c. Academic Freedom

2. **Flexibility, Adaptability, and Effectiveness**

UFV acknowledges the rapidly changing landscape of AI technologies and supports adaptability and flexibility in using AI across the university.

   a. Rapid change
   b. Responsive
   c. Efficient
   d. Resourceful

3. **Informed, Balanced, and Appropriate Use**

All AI users in the UFV community need to remain informed and knowledgeable, exercise transparency, acknowledge bias, and act responsibly to ensure balanced use.

   a. Consistency
   b. Transparency
   c. Responsibility
   d. Accountability

4. **Data, Content, and Governance**

UFV must require AI to be built on a solid foundation of organized, accessible, and trusted data. The deployment of AI technologies must safeguard institutional and personal information, respecting the confidentiality and rights of all individuals involved and in accordance with applicable provincial or federal legislation or relevant industry certifications or standards.

a. Data infrastructure and security
b. Content ownership
b. Data privacy

5. **Ethics, Digital Literacy, Regulation**

The university must promote intentional, transparent, and ethical use of AI tools among staff, faculty, and students, ensuring that AI applications align with the university's values and principles and adhere to ethical frameworks such as fairness, clarity, and accountability to "do no harm."

a. Misuse
b. Alignment
c. Mitigate risks

6. **Inclusion and Accessibility**

UFV recognizes that AI tools have the potential to reproduce and reify dangerous stigmas or biases and cause individual or cultural harm. Cultural sensitivity, diversity, and awareness must be integrated into the design and deployment of AI systems toward harm reduction and inclusion as well as implementing mechanisms for accountability and redress.

a. Culturally appropriate and diversity-centered
b. Indigenization
c. Equity, Diversity, and Inclusion

7. **Positive Mindset, Forward Leaning Approaches**

UFV promotes a positive and hopeful mindset toward AI and fosters an environment that embraces change and experimentation.

a. Opportunities
b. Creativity
c. Recognizing ambiguity

These UFV-wide AI Principles provide a framework for all university sectors and divisional areas to develop their own specific guidelines. The AI Principles help UFV be both consistent and flexible in its response to AI in a manner that is aligned with other post-secondary institutions. The AI Task Force recognizes the evolving nature of AI in post-secondary education and is committed to revisiting the AI Principles in response to rapidly changing contexts.