

**Tennessee State University Board of Trustees
Student and Academic Affairs Committee Meeting
April 28, 2025
Tennessee State University – The Barn Agricultural Building**

MINUTES

Committee Members Present: Trustees Jeffery Norfleet (Committee Chair), Terica Smith, Artenzia Young-Seigler

Other Board Members Present: Trustees Dimeta Smith Knight

I. CALL TO ORDER

Trustee Norfleet called the meeting to order at 9:00 a.m. (CT) on April 28, 2025.

Trustee Norfleet made certain findings on the record regarding the necessity for conducting the day's meeting by electronic participation without a physical quorum present. Trustee Norfleet stated that the committee was required to take timely action to consider a new artificial intelligence policy. Trustee Norfleet moved that the committee find that participation by a quorum of the board members by electronic means of communication was necessary. The motion was seconded by Trustee Young-Seigler. Trustees Norfleet, Smith, and Young-Seigler voted in favor of the motion, and the motion carried. No committee members reported difficulty hearing or speaking with one another, and none reported others present at the location from which the committee members were participating.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Norfleet proceeded with the roll call vote. Board Secretary Brown called the roll at the Committee Chair's request. Trustees Norfleet, Smith, and Young-Seigler were present. Secretary Brown announced the presence of a quorum.

III. APPROVAL OF TSU POLICY GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE

Trustee Norfleet announced the day's sole agenda item, which was the approval of the proposed Policy on the Responsible Use of Artificial Intelligence at TSU, policy no. 1.09. Trustee Norfleet asked Dr. Robbie Melton, TSU's Interim Vice President for Academic Affairs and Provost, to provide pertinent information related to this agenda item. Dr. Melton reviewed the policy. She discussed the comprehensive nature of the policy. She noted that the Office of Technology Services assisted with drafting the policy.

Interim Chief Information Officer Sterlin Sanders discussed the need to validate AI tools and ensure that IT security protocols are met. He stated that the university can block harmful AI tools. He emphasized the need to make sure that PII is not shared out and to have screening processes.

Dr. Melton discussed the developing nature of AI. She discussed the “AI for All” research center at TSU. When new tools are shared out to faculty and staff, a team of researchers, who are AI fellows, test and evaluate the tool. The tool is tested for security and privacy, how it interacts with TSU’s systems, and how it impacts teaching. She said they work with companies to make sure that AI tools are shaped to help the university. Anyone who desires to use a new tool must go through training to use the tool. Dr. Melton said that specific AI tools can be blocked. Jerome Oglesby gave the committee an example of an AI tool that was recently blocked.

Dr. Melton noted business relationships coming to the university as a result of its leadership in the AI space. She announced a partnership with Amazon in which TSU would be part of an executive higher education team. This policy will place TSU at the forefront in the use of AI.

Trustee Norfleet opened up the floor for discussion on the policy. A conversation took place regarding the inclusion of links within the “Related Policies/Documents” section of the policy. Trustee Smith expressed concern about linking out to third party resources that might change over time. Secretary Brown spoke regarding the university’s major policy initiative, which will include updated templating. Trustee Norfleet suggested that the policy not include hyperlinks in it since the university is moving away from the format with its transition to the new policy portal.

Trustee Norfleet requested the removal of third-party links in the “Related Policies/Documents” section of the policy and hyperlinks in the policy.

Trustee Smith made the motion to recommend to the full Board the approval of the AI policy as contained in the meeting materials, with the modifications discussed to remove third-party links in the “Related Policies/Documents” section of the policy and hyperlinks in the policy. Trustee Young-Seigler seconded the motion. Trustees Norfleet, Smith, and Young-Seigler voted in favor of the motion, which passed.

IV. ADJOURNMENT

Having no other business, Trustee Norfleet asked for a motion to adjourn the meeting. Trustee Smith moved to adjourn the meeting, and the motion was seconded by Trustee Young-Seigler. A roll call vote was taken, and the motion carried unanimously. The meeting was adjourned.