

Letter of Agreement

Committee on Instructional AI

Community College District No. 540 (“the College”) and the Heartland Faculty Association, IFT/AFT, AFL-CIO Local 6038 (“the Association”) agree to the following:

1. Formation of a Committee on Instructional AI

A committee on Instructional Artificial Intelligence shall be established. The committee will review and advise on the instructional use of artificial intelligence (AI) technologies at the College.

The committee shall consist of a total of seven to thirteen representatives from Administration/staff and faculty, with faculty membership to include a representative from the Heartland Faculty Association and a representative from the Heartland Adjunct Faculty Association. Due to the nature of the committee, faculty will hold a majority of the seats. Membership to a broader committee is not required for participation.

2. Scope and Authority

The committee shall, at minimum:

- Review and make formal recommendations regarding any proposed institutional policies, tools, standards, or practices involving AI in teaching, learning, grading, assessment, or academic integrity.
- Monitor and evaluate the impact of AI implementation on academic freedom, pedagogical practices, faculty responsibilities, and student equity.
- Temporarily recommend a pause in implementation, by majority vote, if substantial concerns arise regarding pedagogy, equity, or faculty workload, pending further review.
- Submit all concerns and recommendations in writing to relevant shared governance or administrative bodies.

3. Transparency and Notice

The College shall, at minimum:

- Provide the committee with timely written notice of any proposed instructional AI initiatives before implementation.
- Disclose all relevant information, including vendor contracts, intended functions, data collection protocols, and potential impacts on faculty roles or student learning, at the committee's request.
- No instructional AI policy, standard, tool/technology that may materially affect faculty responsibilities shall be implemented without prior review and formal input from the committee.

4. Frequency and Process

The committee shall:

- Plan to meet at least monthly during the academic year and may convene additional sessions as needed.
- Issue a written recommendation within 30 business days of receiving a proposed change.
- Submit both majority and minority reports, if applicable, to relevant shared governance or administrative bodies.
- At the conclusion of each collective bargaining agreement, the committee shall vote on whether to continue its work or disband. A majority vote shall be required for either action.

This LOA is intended to support collaboration and transparency regarding instructional AI. Nothing herein shall be interpreted as waiving or diminishing the rights of either the Association or the Board under the Collective Bargaining Agreement.

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Committee on Instructional AI
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AFL-CIO Local 6038 ("the Association") agree to the following:

1. Formation of a ~~Committee~~ Committee on Instructional AI

A standing ~~Committee~~ **committee** on Instructional Artificial Intelligence shall be established under the purview of the Academic Planning Council (APC). The **committee** will oversee and **review and advise** on the instructional use of artificial intelligence (AI) technologies at the College.

The **committee** shall consist of **a total of seven to thirteen** ~~an equal number of~~ representatives **from Administration/staff and faculty, with faculty membership to include a representative from the Heartland Faculty Association and a representative from the Heartland Adjunct Faculty Association.** ~~Due to the nature of the committee, faculty will hold a majority of seats.~~ ~~appointed by the Administration and the Association.~~ Membership to a broader committee is not required for participation.-

2. Scope and Authority

The **committee** shall, at minimum:

- Review and make formal recommendations regarding any proposed institutional policies, tools, standards, or practices involving AI in teaching, learning, grading, assessment, or academic integrity.
- Monitor and evaluate the impact of AI implementation on academic freedom, pedagogical practices, faculty responsibilities, and student equity.
- Temporarily recommend a pause in implementation, by majority vote, if substantial concerns arise regarding pedagogy, equity, or faculty workload, pending further review.
- Submit all ~~decisions, concerns, and recommendations in writing to the APC and other~~ relevant shared governance or administrative bodies.

3. Transparency and Notice

The College shall, at minimum:

- Provide the **committee** with timely written notice of any proposed instructional AI initiatives before implementation.
- Disclose all relevant information, including vendor contracts, intended functions, data collection protocols, and potential impacts on faculty roles or student learning, at the **committee's** request.

No instructional AI policy, standard, tool/technology that may materially affect faculty responsibilities shall be implemented without prior review and formal input from the **committee**.


4. Frequency and Process

The **committee** shall:

- Plan to meet at least monthly during the academic year and may convene additional sessions as needed.
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HEARTLAND FACULTY ASSOCIATION IFT/AFT, AFL-CIO LOCAL 6038

By:  Jeremy Bachelor (May 2, 2025 16:50 CDT)

Date: 05/02/2025

HEARTLAND COMMUNITY COLLEGE DISTRICT NO. 540

By:  Jennifer O'Connor

Date: 5/2/2025







LOA AI 5.2.2025 for TA

Final Audit Report

2025-05-02

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