



ALAMO
COLLEGES
DISTRICT

FACULTY SENATE

FRIDAY, MAY 15, 2026
1:30 PM

ALAMO COLLEGES DISTRICT
Dr. Bruce H. Leslie Boardroom
2222 N. Alamo St.
San Antonio, TX 78215

AGENDA

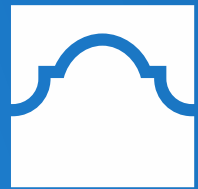
1. Roll Call
2. Presentation and Feedback by District AI Task Force
Dr. Luke Dowden and Dr. Jessica Ibarra
3. Faculty Senate Officer Report Out
4. College Updates
 - St. Philip's College
 - San Antonio College
 - Northwest Vista College
 - Palo Alto College
 - Northeast Lakeview College
5. Faculty Senate Charter and Bylaws Committee
 - Updates
 - Possible motion to a) adopt bylaws; or b) create an ad hoc bylaws committee to continue work over the summer
6. Faculty Senate Committee Formation
 - Priorities Alignment
7. New Items
 - Sustain Promotion/Termination Appeals Committees
 - Obtaining college-specific email address (i.e. SAC-facsenators@alamo.edu)
 - Discussion of District Policy D.8.2.1 (Procedure) Promotion Process
 - Questions for the Chancellor/District Leadership
 - Summer Meetings
 - Proposed 2nd Thursday of each month - June 11, July 9, August 13 at 10:00AM
8. Upcoming Events/Reminders
 - Fall Schedule (3rd Friday of each month - September 18, October 16, November 20)
 - Summer Faculty Leadership Institute (request release time from home college)
9. Next Meeting
10. Adjournment

POSTED AT THE
ALAMO COMMUNITY COLLEGE DISTRICT WEBSITE
<https://www.alamo.edu/about-us/leadership/board-of-trustees/board-meetings/>
<https://www.alamo.edu/about-us/leadership/shared-governance/faculty-senate/>
2:15 PM ON THIS 8th DAY OF MAY 2026



AI Policy & Practice Task Force

May 15, 2026



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Executive Briefing: AI Taskforce and Work Products

Dr. Jessica Ibarra

Faculty Senate Representative
Faculty/Staff Development Working Group

Dr. Luke Dowden

Vice Chancellor for Digital Learning and
Transformation



POLICY AT A GLANCE



Board Policies

A.1.3 College District Vision, Mission, Values & Goals

E.1.9 Online Learning



Organizational Charges to the Chancellor

- 5. **AlamoONLINE and Digital Learning:** Advance human and technological infrastructure to support current capabilities such as recruitment, curriculum design, assessment, and career planning, while incorporating emerging capabilities for successful digital learning.



AlamoFORWARD

- **Learners:** Propelling our learners' success from connection through post-completion.
- **Performance Excellence:** Delivering efficient and effective instruction, services, and operations

TASKFORCE RESPONSIBILITIES

- Foster a culture of innovation and AI Adoption within the Alamo Colleges District
- Draft policies, recommendations, frameworks, and guidelines
- Facilitate the gathering and incorporating of constituent feedback



TASKFORCE MEMBERS

Executive Advocates

- Dr. Tom Cleary
- Dr. Luke Dowden
- Dr. Franc Solis

Core Partners

- Linda Boyer Owens
- Phong D. Banh
- Dr. Kimberly Irving-Conaway
- Dr. Gourjoine Wade
- Dr. Jessica Ibarra
- Monica Walseman
- Julie Kirkland-Poirier
- Josh Austin
- Dr. Henry Griffith

Faculty Members

- Suzi Bravo (NVC)
- C. Michael Mueller (NVC)
- Zach Fazio (NLC)
- Laura Davenport (NLC)
- Baldemar Villareal (PAC)
- Dr. John LaPete (PAC)
- Dr. Veronica Morrison (SAC)
- Dr. Kimberly Hochmeister (SAC)
- Dr. Clarence Dawkins (SPC)
- Jose Bayardo (SPC)

Staff Members

- Daniel Chevez
- Can Cui
- Sarah LeNoir
- Kori Schneider
- Jamie Trevino

- Erica Meza
- Andrew Valdez
- Rudolph Lopez
- Lisa Mazure
- Jessica Cooper
- Dr. Kara Larkan Skinner
- Amanda Harrison
- Benjamin Romo

Student Delegates

- Raymond Rowland
- Kaila Gottschalk

Community Experts

- TBD

Five Working Groups

Faculty, staff, and student representatives are members of every working group. Each group is led by two leads, appointed or volunteered. Members contribute draft language, review one another's work, and bring concerns from their constituencies back to the table.



**Teaching
& Learning**

Lead: Dr. Henry Griffith



**Faculty / Staff
Development**

Lead: Jessica Cooper



**Operational
Efficiencies**

**Leads: Dr. Kimberley
Irving Conaway
& Lisa Mazure**



**Student
Support**

**Leads: Benjamin Romo
& Jamie Trevino**



**Data
Governance
& Privacy**

Lead: Monica Walseman

How Decisions Get Made at ACD



WHAT THIS MEANS FOR THE AI WORK

- ✓ The Task Force is the development body. We draft, debate, and refine.
- ✓ We do not approve tools, override academic authority, or enforce policy.

Task Force

Process, Cadence, and Tools

Nov 20

Task Force
Convened

Jan 16

Weekly Meetings
Began

15 +

Meetings Held by
May 15th

1.5 hrs

Avg. Per Weekly
Meeting

Weekly Rhythm

Working groups meet weekly for 1.5 hours, with substantial offline drafting and review between sessions to keep momentum on each milestone.

One Source of Truth

A [SharePoint site](#) (AlamoSHARE) carries the Task Force current drafts, member roles, and feedback links so everyone works from the same record.

Transparent Tracking

Microsoft Teams hosts day-to-day collaboration. A shared OneNote tracks every decision, version, and open question, visible to all members.

Guidelines for Uses of GenAI

Seven living principles that frame how community members use GenAI across academic, operational, and research functions.

Transparency

Disclose AI use across academic, operational, and research work.

Privacy & Data

Never expose sensitive or confidential information to public AI tools.

Human Oversight

Decisions affecting individuals are made or reviewed by humans.

Equity & Fairness

Tools must be accessible; biases must be actively mitigated.

Academic Integrity

Properly attribute AI-generated content.
Aligns with Code of Conduct.

Shared Responsibility

AI literacy is everyone's job. The District invests in continuous learning.

Disciplinary Context

Faculty retain discretion over whether and how AI is used in their courses.

GenAI-Ready Syllabus Statements

One standardized statement per course, plus an open-text section for context. Common district language, faculty discretion intact.

Level 1: No Use	Level 2: Guided Use	Level 3: Open Use
<p>GenAI use is prohibited. All submitted work must be the student's own to support foundational learning.</p> <p><i>Best fit: ENGL 1301 Composition I</i></p>	<p>GenAI use is permitted only for specific assignments defined by the instructor, with attribution required.</p> <p><i>Best fit: ITSE 1302 Computer Programming</i></p>	<p>GenAI use is encouraged throughout the course, with transparency and attribution standards.</p> <p><i>Best fit: capstone or AI-integrated courses</i></p>

Implement through the Simple Syllabus tool with faculty-authored context in an open-text section.

Feedback in Practice

Faculty Voice Has Shaped the Products

**Feedback isn't a final step.
It's the engine.**

The two products posted reflect multiple rounds of revision based on member input. The next round of feedback, including from this room, will shape the versions that move to SLT.

How Input Moves Through the Work

1. Working group drafts language
2. Members review and comment in OneNote
3. Surveys collect input from broader constituencies
4. Drafts are revised in working sessions
5. Posted on SharePoint for district wide feedback
6. Refined version moves toward SLT review

What's Next

Where to Engage from Here



Review the Drafts

Read the GenAI Guidelines and Syllabus Statement Options on the [Task Force SharePoint site](#).



Share Your Feedback

Use the feedback links on the SharePoint site.

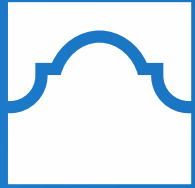


Stay Connected

Watch for upcoming surveys, pilot opportunities, and the Repository of Best Practices coming soon.

An invitation, not an announcement.

We'd love to hear your feedback now. Thank you for being part of this critical step.



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THANK YOU



ALAMO COLLEGES DISTRICT FACULTY SENATE BYLAWS

ARTICLE I: Name, Purpose, and Authority

Section 1: Name

- A. The name of this organization shall be the **Alamo Colleges District Faculty Senate (ACD Faculty Senate)**.

Section 2: Purpose and Functions

A. The ACD Faculty Senate exists to represent the collective voice of all faculty members across the colleges within the Alamo Colleges District and to promote collaboration among the represented faculty across the Alamo Colleges District and between their respective colleges.

~~B. The ACD Faculty Senate functions as a democratic body, reviewing, discussing, and deciding on annual priorities and on recommendations to be made on behalf of all faculty members across the colleges within the Alamo Colleges District. provides advice and recommendations to the Chancellor, College Presidents, and Board of Trustees on matters affecting:~~

- ~~1. Curriculum and academic standards~~
- ~~2. Faculty development~~
- ~~3. Academic quality~~
- ~~4. Teaching and learning~~
- ~~5. Institutional policy impacting faculty~~
- ~~6. Other relevant issues as they arise~~

C. The ACD Faculty Senate facilitates communication between faculty and district leadership, providing advice and recommendations to the Chancellor, College Presidents, and Board of Trustees on matters affecting faculty that may include, but are not limited to:

1. Curriculum and academic standards
2. Faculty development
3. Academic quality
4. Teaching and learning
5. Institutional policy impacting faculty
6. Other relevant issues as they arise

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~~D.—The Faculty Senate promotes collaboration among faculty across all colleges within the Alamo Colleges District.~~

Section 3: Authority and Legal Alignment

- A. The ACD Faculty Senate operates in accordance with:
1. Texas Education Code §51.3522 governing faculty councils and senates
 2. Alamo Colleges District Policy B.2.1 regarding shared governance and advisory participation
 3. Applicable Board of Trustees policies and administrative procedures
- B. The ACD Faculty Senate serves in an advisory capacity only and shall not be delegated final decision-making authority on any matter.
- ~~C.—The Faculty Senate shall represent the entire faculty of the institution of higher education and provide advice to:~~
- ~~1.—Institutional administration~~
 - ~~2.—System administration~~
 - ~~3.1. On matters related to the general welfare of the institution.~~
- ~~D.C.~~ The ACD Faculty Senate shall not:
1. Issue statements or publish reports using the institution’s official seal, trademark, or institution-funded resources
 2. Address matters unrelated to its advisory duties

ARTICLE II: Composition and Eligibility

Section 1: Representative Structure

- A. The ACD Faculty Senate shall include faculty representatives from each college within the Alamo Colleges District to ensure broad and equitable participation in shared governance.

Section 2: Membership Allocation

- A. Each college shall be represented as follows:
1. Six (6) faculty members elected by a vote of the full-time faculty of the respective college or school
 2. One (1) faculty member appointed by the chancellor

Section 3: Equity and Compliance

- A. Total membership shall reflect equitable representation across all colleges while remaining consistent with applicable state law and district policy governing faculty participation in advisory bodies.

Section 4: Eligibility and Service Requirements

- A. Faculty Senate members must:
 - 1. Be full-time faculty employed by the Alamo Colleges District
 - 2. Be in good standing with the institution
 - 3. Not hold an administrative or non-faculty positions ~~above the level of department chair~~
- B. Service on the ACD Faculty Senate constitutes an additional duty of employment and reflects participation in shared governance as outlined in district policy.
- C. Faculty Senate members shall not receive additional compensation or reimbursement for their service unless such expenses are approved and incurred on behalf of the institution the member represents, in accordance with district procedures.

ARTICLE III: Elections and Terms of Service

Section 1: Elections

- A. Nominations: Pursuant to B.2.2.1 (Procedure) Faculty Senate Election and Appointment Procedure, nominations will be made at each college by eligible faculty members, which include all regular, full-time faculty members at the respective college, through a process overseen by the respective college's Vice President of Academic Success (VPAS) or designee, and in coordination with the Office of the Vice Chancellor of Academic Success (VCAS).
- B. The VPAS in coordination with the VCAS should provide nominees with clear information regarding the time commitment, responsibilities, and importance of Senate membership to encourage informed and enthusiastic participation.
- C. Once nominees have confirmed their willingness to serve, elections will be overseen at each college by the respective college's VPAS or designee, and in coordination with ~~the~~ VCAS.

D. Elections: Pursuant to B.2.2.1 (Procedure) Faculty Senate Election and Appointment Procedure, all eligible faculty members at each college may participate in voting for their respective college's senators in an election that shall be conducted electronically via secure district systems and overseen by the respective college's VPAS or designee, and in coordination with ~~the~~ VCAS.

Section 2: Terms of Service

- A. Appointed Members: A member of the faculty senate appointed by the Chancellor may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.
- B. Elected Members: A member of the faculty senate elected by a vote of the faculty of the member's respective college serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Section 3 Removal

- A. A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend council or senate meetings, or engaging in other similar misconduct.

Section 4: Vacancies

- A. Vacancies shall be filled by the respective college through the same process used for the original appointment or election.

ARTICLE IV: Officers and Officer Duties

Section 1: Officers

- A. The ACD Faculty Senate shall include the following officers:
 1. Presiding Officer
 2. Associate Presiding Officer
 3. Secretary

Section 2: ~~Officer Selection and~~ Eligibility, Appointment, and Terms of Service

A. Eligibility: Any member of the faculty senate, appointed or elected, may be considered for appointment to an officer position.

B. Officer Appointment: The Faculty Senate shall select candidates for presiding officer positions and propose them to the Chancellor. The Chancellor shall then appoint a presiding officer, associate presiding officer, and secretary from among that group of candidates.

A.C. Terms of Service: An officer of the faculty senate may serve a one-year term in their appointed officer position, with the ability to be considered for a consecutive term in the same or in any other officer position until their term of service as a faculty senator has ended.

Commented [RJ1]: Add term limit

Commented [JR2]: Perhaps make this process a little more detailed

Section 3: Officer Duties

A. Presiding Officer: The presiding officer shall preside over meetings of the Faculty Senate and represent the Faculty Senate in official communications with the Faculty, Administration, and Board of the Alamo Colleges District, and:

1. Serve as the official representative of the Senate
2. Assist Faculty Senate standing committees as necessary
3. Coordinate communication with the Chancellor and Board of Trustees.
4. Guide the Senate agenda and priorities

B. Associate Presiding Officer: The Associate Presiding Officer shall:

1. Assist the Presiding Officer
2. Preside in the absence of the Presiding Officer
3. Act as a liaison to the Alamo Colleges District Administration and Board of Trustees.

C. Secretary: The Secretary shall:

1. Maintain official records and meeting minutes
2. Document attendance
3. Maintain official Senate communications and archives
4. Collaborate with Faculty Senate President and Vice President in all Faculty Senate matters

5. Be available to provide leadership and guidance when Faculty Senate President and Vice President are not available to perform their designated responsibilities.

ARTICLE V: Meetings

Section 1: Legal Requirements

- A. The ACD Faculty Senate shall:
 1. Conduct meetings ~~at which a quorum (50% of members in attendance) is present~~ in a manner that is open to the public and in accordance with procedures prescribed by the president or chief executive officer of the institution of higher education.
 2. Meet regularly during the academic year
 3. Hold meetings in compliance with **Texas Open Meetings Laws**
 4. The following shall be made available to the public on ~~the institution of higher education's Internet~~Alamo Colleges District website not later than the seventh day before a meeting of the faculty ~~council or~~ senate:
 - a. an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
 - b. any curriculum proposals reviewed by the council or senate that will be discussed or voted on at the meeting.
 5. The names of the members in attendance must be recorded at a meeting in which the faculty ~~council or~~ senate conducts business related to:
 - a. a vote on a formal recommendation to be taken under advisement by the Alamo Colleges District Leadership.
 - b. policies related to curriculum and academic standards.
 6. Maintain publicly accessible meeting minutes and documentation of Senate proceedings~~records~~
- B. The faculty ~~council or~~ senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Faculty Senate when more than 50 % of the members are in attendance.

Section 2: Quorum

A. A quorum shall consist of over 50% of members in attendance.

Section 3: Executive Sessions

A. The Presiding Officer of the ACD Faculty Senate has the authority to call the Faculty Senate into an executive session to discuss issues of a sensitive nature. Non-Faculty Senate members may attend an executive session if approved by a majority of members present.

ARTICLE VI: Committees

The Faculty Senate may establish standing or ad hoc advisory committees to address matters including:

- Academic Affairs
- Faculty Development
- Policy Review
- Shared Governance
- Strategic Priorities
- And other matters as defined by the senate body in accordance with the law.

Commented [RJ3]: Ad hoc committees vs. standing committees, pros and cons, and we'll take a vote

Commented [JR4]: Leaving the formatting inconsistent for now until decision is made regarding committees

~~ARTICLE VII: Transparency~~

~~To ensure transparency and compliance with state law, the Faculty Senate shall:~~

- ~~• Post meeting agendas publicly~~
- ~~• Record attendance and votes when required~~
- ~~• Maintain minutes and documentation of Senate proceedings~~

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ARTICLE VIII: Amendments

~~This Constitution~~ these bylaws may be amended by:

1. A two-thirds vote of the total number of faculty members constituting the ACD Faculty Senate, followed by approval by the Chancellor and Board of Trustees.

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