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Policy Name

9.7000 AI Notetaking

Purpose and Scope

Purpose and Scope

This policy addresses the use of AI notetakers and recording tools in university meetings, both virtual and face-to-face. While these tools can bring efficiency and convenience to recording meetings, significant privacy, security, accuracy, and equitable access concerns exist. This policy was developed to address these concerns.

This policy also includes procedural requirements to ensure adherence to the principles of privacy, security, accuracy and equitable access in the event AI notetakers or recording tools are used by an external provider.

Responsibilities

| Title or Role | What They are Responsible For |
|------------------------|---|
| ITAC | Maintains and enforces this policy. Work with university senior leadership to establish and maintain a list of acceptable AI Notetakers. Receives exceptions to the policy. |
| Senior Leadership Team | Serves as final approval for policy and assists with reviewing exceptions to the policy. |

Policy

Third-party AI note-takers, such as Zoom AI Companion, Reader.AI, and Otter.AI, are designed to act as proxies for virtual meeting attendees and minutes. The tool attends as a non-participant entity and records the session. Using generative AI, it then generates a report summarizing the contents and key topics discussed in the meeting based on the recording transcript.

Alvernia cannot control what data these tools collect and how that data is used. At this time, all third-party AI note-takers (such as Reader.AI or Otter.AI) and any other third-party proxy are **prohibited** in (i) all Alvernia-owned Zoom sessions, Microsoft Teams meetings, and other teleconferencing and meeting spaces and (ii) all Alvernia controlled in-person meetings. Alvernia cannot control what data these tools collect and how that data is used.

Procedure

In the event an external provider uses an AI note-taker in a virtual meeting or an in-person meeting, , the Alvernia meeting organizer or attendee is, at all times, responsible for obtaining consent and following legal obligations, understanding and adhering to legal requirements about consent, data retention, and disclosure when using AI notetaker/recording tools.

Transparency:

- It is the host's responsibility to remove any unapproved guest note-taking tools from the meeting and to notify the group that unauthorized note-takers will be removed ensuring that participants feel secure in that meeting data is handled appropriately.

Information security:

- Sensitive data must be handled securely. Review university data protection policies regarding storage, access, and retention periods: [Information Technology Policies | Alvernia University](#)
- In the event an external provider uses AI notetaking, the AI notetaking must be turned off for:
 - sensitive meetings like performance evaluations, disciplinary matters, or discussions with students.
 - breaks or when discussing confidential information. Ensure sensitive information is not recorded inadvertently.

Accuracy:

- In the event an external provider uses AI notetaking, participants must be aware that AI notes may contain errors and should be reviewed for accuracy before widespread distribution.
 - Verification is crucial, particularly for high-stakes decisions.
 - Notes must be reviewed by the host, verified by participants, and formally approved by the represented group.
 - Be aware that biased AI could lead to skewed summaries, inaccurate categorizations, or unfair prioritization of information.
- Accessibility:
 - In the event an external provider uses AI notetaking, the Alvernia organizer or attendee must ensure accessibility to AI notes for all participants, considering potential disabilities or preferences for non-digital formats.

Retention and storage of AI notes:

- In the event an external provider uses AI notetaking:
 - Retention periods should align with the nature of the meeting and any university record-keeping policies and follow university data protection protocols.
 - Meeting notes should be moved to an identified storage location to ensure University retention policies are met.
 - Regular Review: Periodically review recorded content to ensure accuracy and relevance. Delete recordings when they are no longer needed.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy Exception form (linked below) and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The IT Division policies should be reviewed on a *5-year cycle* and updated when institutional needs or goals change.

References and Related Policies

This section contains any 3rd party standards, guidelines, or other policies referenced by this policy.

Automate notetaking in Microsoft Teams meetings (support.microsoft.com)

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

| Date Reviewed | Description of Changes |
|---------------|------------------------|
| 11/18/2024 | Initial Draft |
| 02/27/2025 | SLT Approved |