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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, which include: 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.

Thus, at this time, all third-party AI note-takers (such as Reader.AI or Otter.AI) and any other third-party proxy are placed into three categories:

1. Confidential Meetings, such as one-on-one meetings, personnel meetings, board, board committee, and administrative meetings identified as confidential, faculty council and faculty committee meetings including any confidential information or identified faculty or student information, etc... remain meetings where A.I. is **prohibited**
2. Meetings where the free flow of ideas, discussions and innovation may be negatively impacted by A.I. dictation, are meetings where A.I. is at the **discretion of the members/participants** of the meeting, and
3. Public meetings or meetings with external entities where the use of A.I. is allowed by attendees and don't fall into category 1 or 2 above, are meetings where A.I. is **permitted**.

## Procedure

In the event a meeting falls in the second category of A.I. meetings (Meetings where the free flow of ideas, discussions and innovation may be negatively impacted by A.I. dictation) and an AI note-taker is available (in either a virtual meeting or an in-person meeting), the Alvernia meeting organizer or attendee is responsible for:

1. recommending whether an A.I. note-taker will be in use and obtaining verbal consent from the attendees/participants, and
2. understanding and adhering to legal requirements about use, consent, data retention, and disclosure when using AI notetaker/recording tools.

### General Procedures:

#### Transparency:

- It is the host's responsibility to remove any unapproved guest note-taking tools from the meeting should an attendee request privacy within 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, one of the most senior title Alvernia attendees must ensure AI notetaking is 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:

- When AI notetaking is used in a meeting, 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 Alvernia host or one of the most senior titled Alvernia attendees, 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 one of the most senior titled Alvernia attendees 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 3<sup>rd</sup> party standards, guidelines, or other policies referenced by this policy.

Automate notetaking in Microsoft Teams meetings ([support.microsoft.com](https://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
2/12/2026	SLT Approved revision to categorize allowable AI Notetaking