TECHNOLOGY & DATA PRIVACY ADVISORY COMMITTEE (TDPAC)

Wednesday, September 18, 2024 - 6:00–7:30 pm
Ed Center – Board Room

MINUTES

ATTENDEES:

~~Strikethrough~~ indicates NOT in attendance

~~Eliza Behrerkapit~~	Jason Cook	~~Susanne Cornado~~
~~Adam Greer~~	Jen Jonson	Leah Lindblom
Jason Livingston	Erin Norton	~~Dan Rohner~~
~~Phil Romig III~~	Keel Ross	Alison Stafford
Emily Sullivan	Byron Thornburgh	Michael Wright
Jill Ibeck	Patrick Dean	Mary Parker
Jeremy Felker	Sean McDermid	~~Carol Eaton~~
Hilary Young	~~Floy Jaffares~~	~~Brett Adams~~
~~Kevin Hahn~~	Trace Faust	

Guests: Andrew Gitner, Lisa Maas

Agenda:

- Introductions/Icebreaker
    - New members were welcomed, and returning members were thanked for their continued participation.
    - We introduced our new facilitator Trace Faust.
    - We appreciated the board's support in providing our facilitator, who will be assisting with meeting organization, facilitation, agenda building, and meeting organization.

- TDPAC Roles and Responsibilities
    - The focus of TDPAC is shifting from approval of initiatives to more of a consultative role, leveraging members' skills to make the group more impactful.
    - The team will be utilizing a Teams channel for enhanced communication, allowing for better pre-meeting discussions and decision-making efficiency during meetings.

    Addition of a Committee Chair:
    - The introduction of a new committee chair for TDPAC was discussed.
    - The chair, with the support of Director Parker, will improve communication with the board and assist in agenda creation with Patrick and Trace.

Chair Selection Process:

- TDPAC will follow Robert's Rules of Order for voting and consistency in decision-making.
- The chair will be selected before the next meeting via an online nomination and voting process.
- Members can either nominate someone or self-nominate, and the selected chair will serve a one-year term.

Next Steps:

- An email with instructions for chair nominations will be sent out, and the chair will be announced at the next meeting.
- A question was raised about the length of the chair's term, which was confirmed to be one year initially.
- Members were reminded to look out for upcoming communication regarding the chair selection process.
- Members are required to submit a short paragraph on their interest and qualifications for the role.
- Voting will be conducted through a survey.
- Chair will be announced at the next meeting.

- TDPAC Board of Education Presentation, Chair Responsibilities and Future State

Key Discussion Topics:

- **AI in Education:** A growing interest; members are essential partners as the program matures.
- **Data Governance:** Seeking advice and strategies from members to guide the program.
- **ERP Modernization:** A major project is underway, with significant input needed from members on architectural reviews and lessons learned.
- **Operations Support:** Members are requested to assist in improving access management and automation within current systems.
- **Social Media Pilot:** A pilot program in schools to assess social media access and the results will be reviewed with member input.
- **Security & Privacy Frameworks:** The district will focus on reviewing adherence to standards like NIST and CIS.

Open Discussion:

- Members were invited to share any concerns or priorities that may not have been listed.
- Positive feedback was given on the current topics being discussed, and it was agreed that these align with the district's strategic priorities.

- AI Presentation

  - A detailed AI framework was introduced, including guiding principles on AI usage, communication plans, pilot programs, and training.
  - Feedback was requested on the AI vision statement and guiding principles, which emphasize responsible and ethical AI usage across various stakeholders.
  - The need for continuous learning and adapting to AI's fast evolution was highlighted.
  - Members will help prioritize the topics of interest through the newly created Teams channel.

- AI tool evaluation processes were discussed, and further collaboration was requested to ensure responsible resource use in educational AI tools.

Tool Categorization and Communication:
- Discussion on the process for evaluating new tools.
- Criteria: functionality, user alignment, overlap with existing tools, security, privacy, and accessibility.
- Special focus on **AI bias** and inclusivity during reviews.
- **Cost** and support models were reviewed.
- Consideration of security reviews including **auditability** and **physical safety** concerns.

Feedback from Participants
- Encouragement for attendees to share insights on tools being used in their institutions.
- Ongoing **evaluation of selected tools** raised as a key issue; need for continuous assessment as tools evolve.

AI Tool Integration
- Recognizing the rise of AI functionalities in existing tools.
- Question posed: Should there be **directive policies** or **technical preventive measures** for unauthorized AI use?
- Response: It's a mix of both, focusing on **approved tool policies** and **security concerns**.

Tool Categories
- Tools will be classified into three categories:
  - **Not allowed** – Some tools are prohibited for use within the district.
  - **Self-supported** – Tools are allowed but without district support.
  - **District-supported** – Fully supported tools, with investments in training.

AI Tool Policies and Training
- For **self-supported tools**, training will focus on ensuring safe use (e.g., not using sensitive data in tools like GPT-4).
- **District-supported tools** like **Microsoft Copilot** and **Google Gemini** have specific guidelines (e.g., age limitations).

Vendor Collaborations
- Discussion on partnerships with vendors like **Microsoft** and **Google**.
- Microsoft's roadmap currently excludes 18 and under, while Google has safeguards for younger users (13+).

Procurement and Pressure on Vendors
- Emphasis on using collective purchasing power to influence vendors' development of tools for K-12 systems.
- Collaboration with other school districts to amplify demands and share best practices.

Strategy Moving Forward
- Importance of maintaining a strong strategy that aligns with vendors' roadmaps and public education needs.
- Encouragement to participate in larger **statewide** and **national** education technology forums.

- Regular engagement with vendors like **Microsoft** and **Google** for updates on AI tools.

Follow-up and Collaboration
- Discussion on collaboration within the state and across districts to influence the AI strategy in education.
- Agreement to follow up on **procurement** processes and potential shared contracts across districts.

District Best Practices and Innovators
- Discussion on leading school districts and organizations excelling in AI tool integration.
- Mention of **local districts** and **national leaders** collaborating with the district in AI strategy.

Next Steps:
- Continue to refine the **tool categorization process**.
- Maintain communication with vendors for AI-related developments.
- Collaboration with other districts to drive **policy changes** and **resource optimization**.

AI Pilots and Programs:
- **Khanmigo Pilot (Khan Academy AI Tutor):**
  - Focus on math students in grades 5-8.
  - Intended to provide tutoring resources that students might not get at home.
- **Special Education AI Pilot:**
  - Use AI to generate IEPs more efficiently, saving staff time.
- **Teacher AI Pilot:**
  - Testing various AI tools to determine which ones will save teachers time and be most effective.

Future AI Trainings:
- Offering basic AI literacy and AI for Educators courses.
- Updating AI101 course to focus on classroom pedagogy and district guidelines.

- Feedback and Follow-up
  - A demo recording will be shared via Teams for TDPAC members to access.
  - Plans to send out more resources and materials via Teams.
  - Importance of 100% participation in Teams discussions.
  - Exit tickets after each meeting to gather feedback on facilitation and content.
  - Survey for chair selection to be sent out before the next meeting.
  - Quarterly meetings planned; date to be determined.
  - Upcoming agenda items include chair selection and potential snacks for future meetings.

- Conclusion
  - Meeting agenda items include chair selection and potential snacks for future meetings.

- Next Meeting: December 12