

ADMINISTRATIVE DIVISION Division of Information Technology		GUIDELINE NUMBER IT GUIDELINE 2.00
GUIDELINE TITLE Using AI in meetings		
SCOPE OF GUIDELINE USC System		DATE OF REVISION
RESPONSIBLE OFFICER Vice President for Information Technology and Chief Information Officer		ADMINISTRATIVE OFFICE Information Technology

PURPOSE

The University of South Carolina Information Technology Guideline describes recommendations regarding using AI in meetings.

DEFINITIONS AND ACRONYMS

AI: artificial intelligence

GUIDELINE STATEMENT

USC will have two AI-enabled utilities to provide meeting tools to transcribe or summarize the content of meetings.

- **Microsoft Teams Premium**
 - Teams Premium can only transcribe or summarize from a recording.
 - At least one person per meeting would have to have a Teams Premium license
- **Zoom AI**
 - Zoom capabilities are still being determined.

PROCEDURES

The following guidelines are provided for meetings conducted at USC.

1. **Objections to Recording/Transcription/Summarization**
 - a. Each committee, council, or team should develop their own process and procedure as to whether their meetings will be recorded, transcribed, or summarized.
 - b. USC employees and affiliates should know when they are invited to attend a meeting or join a committee, that a meeting will be recorded, transcribed, or summarized.
 - c. Note: Teams will display a message that transcribing has started.
 - d. If any member attending a meeting that will be recorded, transcribed, or summarized objects to being recorded, transcribed, or summarized...
 - i. The meeting members can decide whether to cancel the meeting

- ii. The meeting members can decide whether to forego recording, transcription, or summarization
 - iii. Or the member may exit the meeting
- 2. **Recording** - These all pertain to the record of the voice conversation during a meeting.
 - a. Recordings should NOT be done automatically.
 - b. Recordings are permissible (unless forbidden by state law or policy) to make the meeting content available to those that missed the meeting.
 - c. Any plan to record should be stated on the agenda and stated verbally at the beginning of the meeting.
 - d. Recordings should be made available to the original invitees to the meeting. If the recording will be shared beyond the original invitees or publicly, the consent of all the original invitees is required.
 - e. Recordings may be subject to FOIA.
- 3. **Transcription** - These all pertain to the transcription (conversion of the audio recording to a written, exact representation of what was said during the meeting).
 - a. Transcriptions should NOT be done automatically.
 - b. Any plan to transcribe a meeting should be stated in the agenda and verbally at the start of the meeting.
 - c. Transcriptions are permissible (unless forbidden by state law or policy) to provide an exact, written record of the original invitees to the meeting. If the transcription is shared beyond the original invitees or publicly, the consent of all the original invitees is required.
 - d. Transcriptions should be reviewed by the meeting owner or designated secretary for accuracy before being posted or shared.
 - e. Transcriptions will be subject to FOIA.
- 4. **Summarization** - These all pertain to the use of AI tools to summarize the content of a meeting including To Do's and Follow Up's.
 - a. Summarization should NOT be done automatically.
 - b. Any plan to summarize a meeting should be stated in the agenda and verbally at the start of the meeting.
 - c. Summarizations are permissible (unless forbidden by state law or policy) to provide a written summary to the original invitees of the meeting. If the summary will be shared beyond the original invitees or publicly, the consent of all the original invitees is required.
 - d. Summaries should be reviewed by the meeting owner or designated secretary for accuracy before being posted or shared.
 - e. Summaries may be subject to FOIA.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

1. IT Policy 1.00: This policy governs **ALL** IT purchasing at USC.
 - [IT 1.00 Information Technology Procurement](#)
2. Data Resources: Governs how we use and share data.

- [Data Resources](#)
- 3. Security Policies and Standards: Remain in effect for all AI tools.
 - [Security Policies and Standards](#)
- 4. Digital Accessibility Guidelines: Remain in effect for all AI tools.
 - [Digital Accessibility Guidelines](#)
- 5. Purchasing Processes: Ensure compliance with all state procurement rules.
 - [Purchasing at USC](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
September 5, 2024	New guideline created