Use of AI Tools During Employment Search Committee Interviews

It has recently come to our attention that AI-based recording and transcription tools (such as read.ai, fireflies.ai, or otter.ai) may be enabled in Microsoft Teams or other virtual meetings without all participants being aware. In some cases, these tools can automatically generate recordings or transcripts and distribute them to meeting participants.

For example, AI tools may be used by meeting participants to record or transcribe conversations without the knowledge of others, or may be unintentionally enabled through account or meeting settings. In certain situations, this can result in transcripts or summaries being automatically shared beyond the intended audience.

The use of AI recording and transcription tools without appropriate awareness or consent raises confidentiality, privacy, equity and potential liability concerns for the College.

This is meant for general awareness and as a temporary backstop while the College is in the process of updating its Acceptable Use Policy to include language related to AI usage.

Resources:

The following resources are available to assist you in reviewing and adjusting your settings.

Knowledgebase Article: [Disabling automatic transcription and recording in a Teams meeting](#)

[Fireflies.ai - How to remove Fireflies from a meeting (or stop it from joining)](#)

[Read.ai - Keep Read from joining your meetings](#)
[Read.ai - How to remove Read from an ongoing meeting](#)

[Otter.ai - Stop Otter Notetaker from automatically joining your meetings](#)
[Otter.ai - Remove Otter Notetaker from your Zoom, Google Meet, or Microsoft Teams meeting](#)

If you are unsure how to disable AI recording or transcription tools on your meeting platform after reviewing these resources, please submit an IT support ticket request for assistance.

As a reminder, employees should not sign up for non-College supportive services using their College email account.

Thank you for your attention to this matter as we continue to review and update our institutional polices.