Artificial Intelligence Advisory Committee: Terms of Reference

# Purpose and Goals

The Artificial Intelligence (AI) Advisory Committee will serve as a strategic body to guide the university's endeavors related to AI, with a focus on generative AI, ensuring a holistic approach that encompasses academic, research, and operational perspectives.

The AI Advisory Committee will report to three co-sponsors, the Provost and Vice-President (Academic), the Vice-President (Research), the Vice-President (Finance and Operations), with membership including: (3) co-chairs (appointed by sponsors) and (3) chairs of the Expert Panels.

**With a scope of activities inclusive of teaching and learning, research and operational excellence related to generative AI, the Generative AI Advisory Committee shall:**

1. Identify, prioritize and/or direct initiatives related to AI and generative AI to members of the AI Expert Panels for drafting and development.
2. Receive recommendations and/or initiative outputs from the AI Expert Panels and refer decisions to appropriate governing bodies.
3. Provide guidance on the integration of AI within policies and processes and refer recommendations to appropriate governing bodies.
4. Solicit, receive and evaluate suggestions and feedback from members of the campus community on AI inclusive of connecting and consulting with student groups (e.g. ITSAC, AI Society, MSU).
5. Evaluate and address the institutional implications of AI, including risk management, institutional resources and costs, support and change management matters.
6. Enable informed decisions about AI practices across units and departments, aligning with ethical guidelines, data privacy regulations, and institutional policies.
7. Foster inter-faculty and external stakeholder collaboration on AI projects and initiatives.

# Meetings & Communication

* The committee will convene monthly in the first six months with an opportunity to reevaluate meeting frequency
* Effective communication will be facilitated through a MS Team and correspondence with the Special Advisor on Generative AI

# Duration & Term Limits

* The Committee will operate for two years, with the possibility of renewal based on the university's evolving needs.

Artificial Intelligence Expert Panels

### Purpose and Goals

In support of the AI Advisory Committee, the AI Expert Panels offer specialized expertise in the domains of teaching and learning, research, and operational excellence.

Guided by the Expert Panel chair, members of the Expert Panel will work on specific initiatives, make recommendations, offer feedback and input, and identify additional areas of work that may benefit the institution.

Each Expert Panel will have a pool of contributors made up of administrators, faculty, staff and student members. Depending on the initiative the Expert Panel is working on, some or all members of the Expert Panel may be involved in completing the specific work. As a result, Expert Panel members will be able to determine what initiatives to contribute to based on their expertise, interest and availability.

## Membership

While Faculty Deans and senior staff members may encourage some individuals to participate on an Expert Panel, membership is open to all administrators, faculty, staff, and students from across the University by completing an “E[xpression of Interest](https://forms.office.com/Pages/ResponsePage.aspx?id=B2M3RCm0rUKMJSjNSW9HcnJmXWEGnjBGnr16ik-aV39UNFRPSEY2UUpDWUhZTkMxQUFHQkc1MTlISi4u)” by **March 30, 2024.**

Administrators, faculty, staff, and students may express interest in one or more Expert Panel.

A renewed call for members of an Expert Panel will occur again in August and will be widely distributed.

# AI Teaching and Learning Expert Panel

### Mandate

To offer consultative insights, endorse guidelines and resources, partner on initiatives, and engage in dialogues related to the ethical and impactful application of AI in the realm of teaching and learning at McMaster University.

### Membership

* Chaired by Vice-Provost, Teaching and Learning
* Pool of administrators, faculty, staff, and students

### Priority Initiatives

* Provide recommendations to the AI Advisory Commitee on updates to the Provisional Guidelines on the Use of Generative AI in Teaching and Learning
* Review and recommend training, resources and professional development on AI literacy for both educators and students (e.g. grants, microcredentials, guidebooks)
* Engage in dialogue with both students and educators to understand their perspectives on AI in learning
* Endorse ethical standards and guidelines for AI usage in teaching environments
* Review and provide insights into assessments or tools that leverage AI for student evaluation.
* Engage in cross-institutional dialogues to share insights and learn from global best practices.
* Advocate for student involvement in the design and critique of AI-enabled teaching tools.

### Meetings and Communications

* The Expert Panel will convene monthly in the six months with an opportunity to reevaluate meeting frequency
* Effective communication will be facilitated through a MS Team and correspondence with the Special Advisor on Generative AI at [macgenai@mcmaster.ca](mailto:macgenai@mcmaster.ca)
* The Expert Panel will operate for two years, with the possibility of renewal based on the university's evolving needs.

# AI Research Expert Panel

### Mandate

To provide consultative guidance, endorse guidelines and recommendations, and ensure ethical considerations in research involving generative AI at McMaster University.

### Membership

* Chaired by an Associate Dean Research
* Pool of administrators, faculty, staff, and students

### Priority Initiatives

* Identify existing and emerging questions related to the use of AI in research activities at McMater
* Engage in dialogue with both graduate student and faculty researchers to understand their perspectives on AI in research
* Review policies, guidelines and recommendations from government agencies and peer institutions
* In line with government agency guidance, develop institutional guidelines for the use of AI in research activities
* When requested, consult with research departments on the ethical implications and potential of AI projects
* Develop and recommend resources and professional development that support responsible use of generative AI in research
* Endorse ethical standards and guidelines for AI usage in research environments
* Engage in cross-institutional dialogues to share insights and learn from global best practices.

### Meetings and Communications

* The Expert Panel will convene monthly in the six months with an opportunity to reevaluate meeting frequency
* Effective communication will be facilitated through a MS Team and correspondence with the Special Advisor on Generative AI at [macgenai@mcmaster.ca](mailto:macgenai@mcmaster.ca)
* The Expert Panel will operate for two years, with the possibility of renewal based on the university's evolving needs.

# Generative AI Operational Excellence Expert Panel

### Mandate

To provide consultative guidance, endorse guidelines and recommendations, and ensure ethical considerations in staff operations involving AI at McMaster University, as well as impact and integration of AI with operational and enterprise tools and processes.

### Membership

* Chaired by Human Resources, Employee Labour and Relations
* Pool of administrators, faculty, and staff

### Priority Initiatives

* Develop provisional guidelines on the use of generative AI in staff operations at McMaster (COMPLETE, MARCH 2024)
* Develop provisional guidelines on acquisition and integration of AI technologies (COMPLETE, MARCH 2024)
* Develop/refine guidance on privacy and data security protocols for AI technologies
* When requested, consult with units and departments on the ethical implications and potential of generative AI projects.
* Develop and recommend resources and professional development that support responsible use of generative AI in staff operations
* Engage in dialogue with staff from all units on perspectives on use of generative AI
* Endorse ethical standards and guidelines for AI usage in staff operations
* Engage in cross-institutional dialogues to share insights and learn from global best practices.

### Meetings and Communications

* The Expert Panel will convene monthly in the six months with an opportunity to reevaluate meeting frequency
* Effective communication will be facilitated through a MS Team and correspondence with the Special Advisor on Generative AI at [macgenai@mcmaster.ca](mailto:macgenai@mcmaster.ca)
* The Expert Panel will operate for two years, with the possibility of renewal based on the university's evolving needs.