

AI Steering Committee

Terms of Reference

Purpose

The AI Steering Committee (AISC) is established to provide strategic oversight, governance, and guidance for the development, implementation, and management of artificial intelligence (AI) initiatives at Selkirk College. The committee ensures that AI projects align with the institution's mission, values, and regulatory requirements, fostering innovation while safeguarding ethical standards and privacy.

Guiding Principles

Selkirk College's approach to AI will align with existing college policies and strategic goals. These principles are intended to complement institutional commitments and also include:

- **Shared Vision:** Establish a unified vision for AI integration in Selkirk College, focusing on enhancing curriculum development, improving institutional operations, and fostering AI literacy across all disciplines.
- **Mutual Respect:** Value the diverse expertise and perspectives, fostering a culture of respect and collaboration.
- **AI Integration:** Promote the responsible adoption and integration of AI technologies to enhance curriculum development, improve student learning experiences, optimize institutional operations, and support faculty in AI-driven pedagogy.
- **High-Quality Research:** Support and advance high-quality AI research that addresses educational and operational challenges.
- **Educational Advancement:** Support AI-driven educational programs, faculty development initiatives, and student resources to build AI fluency and ensure learners and educators are prepared for an AI-driven economy.
- **Ethical AI:** Commit to the development and application of AI technologies in a manner that prioritizes transparency, fairness, bias mitigation, accountability, and social responsibility.
- **Data Privacy and Security:** Uphold the highest standards of data privacy and security in AI research, development, and application.
- **Sustainable Practices:** Implement sustainable practices in the development and deployment of AI technologies to minimize environmental impact.
- **Scalable Solutions:** Focus on creating scalable AI solutions that can be adapted and applied across various educational and operational contexts.
- **Knowledge Exchange:** Facilitate interdisciplinary knowledge exchange between departments, schools, industry, government, and communities to enhance the responsible development and application of AI in higher education.
- **Ongoing Evaluation:** Regularly assess Selkirk College's initiatives and outcomes to identify areas for improvement and growth.
- **Adaptability:** Stay responsive to emerging trends, technologies, and needs in the field of AI and higher education.

- **Equity and Accessibility:** Ensure AI-driven innovations in education are designed to enhance accessibility, accommodate diverse learning needs, and promote equity for all students and faculty members.
- **Human-AI Collaboration:** Encourage AI solutions that augment human decision-making and creativity rather than replace human roles, ensuring AI remains a tool for empowerment in education.
- **Regulatory Compliance and Governance:** Ensure AI initiatives within Selkirk College aligns with Canadian and international regulations, such as AI governance frameworks, data protection laws, and academic integrity standards.
- **AI Literacy for Institutional Leadership:** Equip institutional leaders and decision-makers with AI literacy to make informed policy and strategic decisions regarding AI implementation and governance.

Membership

The members of the AI Steering Committee shall be the:

- Two members appointed by the Vice President of College Services
- Two members appointed by the Vice President of Education and Students
- Representation from Selkirk Innovates
- Administrative support staff

The Chair will be a rotating position with a one-year term. The Chair will be selected through consensus and the structure will be reviewed after the initial term

Responsibilities

The responsibilities of the committee are as follows:

- To oversee the strategic direction and implementation of AI initiatives.
- To ensure compliance with relevant laws and regulations.
- To promote ethical AI practices, including transparency, accountability, and fairness.
- To evaluate and mitigate risks associated with AI projects.
- To foster collaboration across schools, departments, research and with external stakeholders.
- To develop an AI governance framework to guide institutional AI use.
- To define AI-related terminology specific to Selkirk College for shared understanding.
- To establish principles for AI use across curriculum, research, and operations.

Meetings and minutes

- The AISC will meet quarterly, with additional meetings scheduled as needed to support major initiatives.
- Agendas and relevant documents will be circulated at least one week prior to meetings.
- Decisions will be made by consensus, with a quorum of at least 50% of members present.
- When no decision can be reached, further input will be requested through reporting structure.

Committee deliverables and reports

- The Committee provides reporting to the Senior Leadership team as needed.
- The Committee will report on key outcomes as needed.
- Reports will be shared with the Senior Leadership Team and relevant governance bodies.