

# Terms of Reference: AI Taskforce

## Context

This project will enable USask to engage intentionally and strategically with the possibilities and challenges of AI, and the contribution of this technology to USask's vision:

*We will contribute to a sustainable future by being among the best in the world in areas of special and emerging strengths, through outstanding research, scholarly, and artistic work that addresses the needs and aspirations of our region and the world, and through exceptional teaching and engagement.*

*We will be an outstanding institution of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities.*

Also, the Post Pandemic Shift project framework, created to guide decision-makers and provide a pathway that will inform and support a post-pandemic University of Saskatchewan, will be integrated into the taskforce deliberations. Throughout the pandemic, USask has been an adaptable, innovative leader in post-secondary education, with a stated commitment to being the university the world needs. The framework from the Post-Pandemic Shift project provides a lens through which to view the decisions we need to make, in this case with regards AI, to best be the university needed in our post-pandemic world:

- A shift in how we Lead
- A shift in how we Innovate
- A shift in how we Engage
- A shift in how we Support.

With the Post Pandemic Shift framework in mind, USask is establishing an interdisciplinary taskforce to create principles and guidelines for AI usage at the University of Saskatchewan. The work of this task force is crucial to harness AI's potential while aligning it with the university's vision, priorities, and commitment to equity, Indigenous advancement, and innovation. The proposed timeline allows for comprehensive research, stakeholder engagement, and consultation, ensuring that diverse perspectives are taken into account. By implementing these guidelines, the university can responsibly and effectively utilize AI to advance research, teaching, and societal impact.

## Mandate

The **primary objective** of AI Taskforce is to develop comprehensive principles and associated guidelines for the use of Artificial Intelligence (AI) by the university, aligned with our core areas of research, teaching, and administration.

**Decision-Making Process:** The co-chairs of the Taskforce will present the final report and recommendations to the President's Executive Committee.

## Projected Timeline and Activities

Process	Consultation Activity
<ul style="list-style-type: none"> <li>By January 7, 2024: Launch the AI Task Force</li> <li>By January 14, 2024: Complete a landscape review and themed analysis around international promising practices with a specific focus on U15.</li> <li>By mid-February 2024: first draft of principles to Task Force.</li> <li>By mid-March: second draft of principles to Task Force.</li> <li>By April 1, 2024: Complete internal engagement to generate feedback including RSAW and TLARC.</li> <li>May 15, 2024: Present proposed guidelines/principles for discussion with PEC</li> </ul>	<ul style="list-style-type: none"> <li>November 2023: GenAI session for Senate</li> <li>December 2023: Policy and Priorities Committee of University Council</li> <li>February 2024: Board of Governors</li> <li>March 2024: Deans' Council</li> <li>March 2024: Teaching, Learning and Academic Resources Committee of University Council</li> <li>March 2024: Research, Scholarly and Artistic Works Committee of University Council</li> <li>April 2024: Written updates to Senate and Board of Governors</li> <li>May 2024: President's Executive Committee</li> <li>May 2024: Policy and Priorities Committee of University Council</li> </ul>

### Outcome

- By June 30, 2024: Working groups will develop guidelines for implementing the principles in three core areas: Teaching and learning, Research, Scholarship and Artistic Works, and Administration and Support Service.

## AI Taskforce Structure

The Taskforce will comprise experts and leaders across various disciplines and service units to ensure a comprehensive understanding and use of the ethical, technological, social, and cultural dimensions of AI.

## Membership

NAMES	ROLE
Nancy Turner & Vince Bruni-Bossio	Co- Chairs
Marjorie Delbaere	Associate Dean Research
Tom Yates	Associate Dean Academic
Chris Gaschler	Interim CIO and Associate VP ICT
Debby Burshtyn	Dean of College of Graduate and Postdoctoral Studies
Marnie Wright	AVP People
Wendy James	Director, Gwenna Moss Center for Teaching and Learning
Heather Persson	AVP Strategic Communications
Rachel Sarjeant-Jenkins	Associate Dean, Academic Engagement, Library
Liz Duret	Senior Diversity and Inclusion Consultant
Tonya Wirchenko	Designate from Terry Fonstad, AVP Research
Natalia Stakhanova	Associate Professor, Computer Science
Ishita Mann	USSU President
To be confirmed	GSA President or delegate

## Working/Consultation Groups- Teaching, Research and Administration

The AI Taskforce will oversee two working groups and one consultation group focused on (1) offering insight into the development of AI principles and (2) providing recommendations on guidelines for implementing the principles in teaching, research, and administration. Below are the members of each working group. The administration group is being completed through one-on-one interviews with central administrative leaders and college based administrative staff.

Working Group Members and Advisors	
Teaching	Research Working Group
Wendy James (Chair)	Marjorie Delbaere (Chair)
Elizabeth Bauman (USSU)	Steve Rayan (RSAW, Faculty)
Jay Wilson (Faculty, Education)	Trever Crowe (Associate Dean Research)
Lori McKee (TLARC, Faculty)	Ian Stavness (Faculty, Computer Science)
Jennifer Lang (Associate Dean Academic)	Jon Bath (Faculty, School of the Arts)
Jaswant Singh (Associate Dean, CGPS)	Ann Liang (Library)
Nazreen Beaulieu (Library)	Ana Maria Bogdan (CHASR)
David Chevrier (Director, ICT)	Diane Martz (OVPR, RCR Specialist)
Kristine Deaver-Charles (ICT)	Tonya Wirchenko (OVPR)
Susan Bens (Academic Integrity)	<b>Research Advisory Group</b>
Raj Bhola (GMCTL)	Faculty member, USask AI expert (TBD)
	Dean of CGPS or designate
	Graduate student (TBD)
	Postdoctoral fellow (TBD)
	Director of Human Research Ethics
	Director of RASI
	Director Research, Library, and Data Centre Technologies or designate

### Teaching deliverables:

- Based on the AI Taskforce principles, generate practical guidelines for AI use in teaching activity (by educators, those supporting teaching and students)
- Consult with TLARC, ADAs and interested faculty to revise the guidelines
- Provide recommendations and considerations for implementation (e.g., policies, investments, resources to support ongoing updates to the guidelines)

### Research deliverables:

- Based on the AI Taskforce principles, develop a set of guidelines for the use of AI in activity in research, scholarly and artistic works (by faculty, staff, students) at USask
- Consult with RSAW, ADRs and interested faculty to revise the guidelines
- Provide recommendations and considerations for implementation (e.g., policies, investments, resources to support ongoing updates to the guidelines)

## Meeting frequency, standing agenda and coordination

- Bi-weekly meeting of the AI Task Force meetings will be scheduled in the first month with monthly meetings thereafter.
- All meetings will be coordinated by the Co-chairs.
- Documents for this committee will be stored in the following MS Teams [Link](#)