ACU AI COUNCIL

TERMS OF REFERENCE

Statement of Purpose

The ACU AI Council will provide guidance and advice to address the risks and opportunities of gen-AI and to maintain the integrity of our awards. The focus of the Council will be on implementing the gen-AI action plan, upholding the principles of ethical engagement with AI, ensuring the University addresses regulator concerns in light of gen-AI, leading the development of principles informing the uptake of AI in teaching, research and operations, overseeing the operation of pilot activity (AI Incubator), and approving and monitoring actions designed to protect the integrity of assessment. The Council will report regularly to Academic Board, Vice-Chancellor's Management Committee (VCMC) and Senate. The Council's membership and Terms of Reference are set out below.

Terms of Reference

The ACU AI Council will:

1. Make strategic decisions around the implementation of the gen-AI action plan, ensuring alignment with ACU's mission and strategic vision.

2. Track, assess, and report on the effectiveness of AI-related initiatives and actions, including budget, making appropriate adjustments as necessary in response to evolving technological, ethical and regulatory landscapes.

3. Identify and communicate ACU's approach to ethical engagement with AI based upon growth in wisdom, knowledge, the sense of human dignity and service of the common good.

4. Ensure the University identifies and addresses potential risks associated with AI, including ethical, legal and privacy concerns, as well as regulatory requirements over strategy and engagement with AI.

5. Lead the development of principles to inform the responsible, ethical and beneficial uptake of AI in teaching, research and university operations and mitigate legal, operational and ethical risks associated with AI usage.

6. Oversee the operation and evaluation of pilot activity undertaken by the AI Incubator.

7. Approve and monitor specific actions designed to protect the integrity of assessment in the light of the changing AI environment.

8. Report regularly to Academic Board, VCMC and Senate, demonstrating achievement of milestones, raising risks and challenges. Facilitate ongoing dialogue and

engagement with stakeholders to promote transparency and accountability in AI-related initiatives.

9. Foster a culture of continuous improvement, encouraging feedback and innovation in AI-related activities across the university.

Membership

The Council's membership will include senior university leaders and experts, providing a broad and balanced perspective on AI-related issues:

Title
Deputy Vice-Chancellor, Education (Chair)
Deputy Chair
Deputy Provost
Director, Centre for Education and Innovation
Pro Vice-Chancellor, Research
Chief Information & Digital Officer
Academic Registrar and Director, Student Administration
Library Director
Ethics Academic
Ethics Academic
AI Academic
Senior Research Fellow – AI Academic
External AI Expert
Student Representative
Student Representative

Roles and Responsibilities of Membership

Each member of the ACU AI Council will have specific roles and responsibilities, ensuring that the Council's work is carried out effectively and in alignment with the university's mission and strategic goals:

A. Chair (Deputy Vice-Chancellor, Education)
- Lead and facilitate Council meetings, ensuring effective discussion and decision-making.
- Represent the Council in communication with other governing bodies such as the Academic Board, VCMC, and Senate.
- Oversee the implementation of the gen-AI action plan and budget and ensure that Council decisions align with ACU's broader strategic objectives.

B. Deputy Chair
- Support the Chair in their duties and step in as acting Chair when required.
- Ensure the Council's work is aligned with academic policies and principles.
- Provide a link between the Council and the Academic Board to facilitate communication and collaboration.

C. Deputy Provost
- Represent the Provost's office, ensuring that the Council's activities align with the academic strategy and priorities of the university.
- Contribute to discussions on AI's impact on university's academic governance and academic integrity.

D. Director, Centre for Education and Innovation
- Lead initiatives to integrate AI in educational innovation and support professional development related to AI across faculties.
- Provide expert advice on the use of AI in learning and teaching, ensuring that its adoption enhances the quality of education and aligns with the university's academic standards.
- Lead activities to design and implement AI-driven assessment tools, enhance learning outcomes, support student engagement and maintain academic integrity.

E. Pro Vice-Chancellor, Research
- Lead initiatives to integrate AI within university research activities.
- Provide expert advice on the integration of AI into research activities, ensuring ethical and responsible use.
- Lead discussions on AI's role in enhancing research innovation and compliance with research ethics.

F. Chief Information & Digital Officer
- Lead initiatives to integrate AI within university operational activities.
- Provide expert advice on the technological infrastructure and capabilities needed to support AI initiatives across the university.
- Ensure that AI-related activities are supported by robust and secure IT systems.

G. Academic Registrar and Director, Student Administration
- Ensure that the Council's decisions uphold the integrity of the university's academic regulations, particularly in relation to assessment and student records.
- Monitor and report on regulatory compliance related to AI in academic activities.

H. Library Director
- Lead discussions on the role of AI in information management, data ethics, and academic resource provision.
- Ensure that AI tools used in the library align with the university's ethical standards.

I. Ethics Academics
- Provide expertise on ethical issues related to AI, contributing to the development of ethical frameworks and guidelines.
- Ensure that the Council's decisions reflect the university's commitment to human dignity, wisdom, and the common good.

J. AI Academics
- Provide insights into the technical and pedagogical aspects of AI, ensuring that AI integration in teaching and research is done effectively.
- Lead discussions on AI innovation and its impact on the academic curriculum.

K. External AI Expert
- Offer an external perspective on AI trends, challenges, and opportunities, ensuring that ACU's approach is informed by industry best practices.
- Provide independent advice on AI initiatives and their potential impact.

L. Student Representatives
- Represent the student body, ensuring that student perspectives and concerns are considered in Council discussions.
- Communicate the Council's activities and decisions to the student community, fostering transparency and engagement.

Meeting Frequency
The Council will meet at least quarterly, or more frequently as needed to address urgent issues or review critical developments.

Quorum

A majority of the members of the AI Council shall constitute a quorum and the Committee may function notwithstanding a vacancy in its membership from time to time so long as a quorum remains.

Proxies

Where a Council member is unable to attend a Council meeting, positions A-H above may send a proxy in their place.

Review of Terms of Reference
The Terms of Reference will be reviewed annually.