Generative Artificial Intelligence in Teaching and Learning (AI) Working Group

Terms of Reference

Committee Sponsors	Provost and Vice-President, Academic Vice-President, Students
Established	February 8, 2024
Last updated	February 8, 2024
Purpose	The Generative Artificial Intelligence in Teaching and Learning (AI) Working Group develops and monitors policies and guidelines around the use of generative AI in teaching and learning at Mount Royal. It provides relevant AI-related policy and guideline recommendations to the General Faculties Council (GFC), the Teaching and Learning Committee (sub-committee of GFC), and other groups, as appropriate.
Duration	The AI Working Group is expected to carry out its work over the 2024 calendar year, possibly extending its work to 2025 and/or being reestablished as an ongoing committee.
Membership	- Academic Director, Academic Development Centre (Chair) - Students' Division representative (Vice-Chair) - Representative from each Faculty, as appointed by the Dean - Faculty of Arts - Faculty of Business and Communication Studies - Faculty of Continuing Education - Faculty of Health, Community and Education - Faculty of Science and Technology - University Library - SAMRU Academic Vice-President (or designate) - Student Learning Services representative (1) - Access and Inclusion Services representative (1) - Office of Student Community Standards representative (1) *Representatives and resources from across the University may be invited to attend meetings and participate in relevant discussions.*
Responsibilities	Review existing AI-related resources, policies, guidelines and other materials from within Mount Royal and externally.

	- Consult with appropriate Mount Royal stakeholders on the use and implications of generative AI in teaching and learning at Mount Royal.
	
	- Provide recommendations for the development of high-level guidelines and considerations for students and faculty around generative AI in teaching and learning at Mount Royal, including (but not limited to):
	  ○ Pedagogical practices
	  ○ Curriculum design and assessment
	  ○ Academic integrity
	  ○ Resources
	
	- Consult with and provide AI-related recommendations to the appropriate committees such as the Teaching and Learning Committee and General Faculties Council. Recommendations may include:
	
	  ○ Additions to the required course syllabus
	  ○ Language options for course syllabi that address AI in consideration of the course pedagogy and assessments
	  ○ Additions to the Code of Student Academic Integrity Policy and Procedures
	  ○ Additions to the Code of Conduct - Employees
	  ○ Development of an AI-related policy for Mount Royal
	  ○ Other policies, documents or practices, as necessary
	
	- Provide recommendations for the long-term role and structure of the AI Working Group to the Provost and Vice-President, Academic, and the Vice-President, Students, by December 2024.
	
	- Provide recommendations for the operationalization of AI teaching and learning support for faculty and students.

Expected Time Commitment	- Monthly meetings throughout the 2024 Winter and 2024 Fall semesters. - Additional meetings may be held on an ad hoc basis, as deemed necessary by the Committee Chair.
Resources	- Budget for meeting expenses and other related activities will be covered by the Office of the Vice-Provost. - Administrative support to be provided by the Committee Sponsors.