AI Steering Group

Terms of Reference
Approved by Deans' Council on May 20, 2025

Sponsor and Reporting
Deans' Council

Background
Artificial intelligence (AI) is increasingly influencing teaching, learning, research and administrative functions within higher education. In response to the growing presence of AI in the educational landscape, Mount Royal University established the Generative AI in Teaching and Learning Working Group to provide guidance around the use of AI in teaching and learning. However, as the impact of AI extends beyond the scope of this group, it has become clear that a broad institution-wide perspective is needed. To address this, Mount Royal University has formed the AI Steering Group to work in collaboration with the existing group and offer institution-wide guidance.

Purpose
The AI Steering Group will provide strategic advice, and institutional guidance and recommendations to Deans' Council to ensure that Mount Royal integrates artificial intelligence in ways that are ethical, inclusive, effective and aligned with the university's values. The group will consider opportunities, challenges and risks associated with AI and support a coordinated approach.

Term
The AI Steering Group will operate as a standing group, with terms of reference reviewed annually by Deans' Council.

Membership

- One member of Deans' Council, identified by Deans' Council
- Chief Information Officer
- Dean, University Library
- Director, Institutional Research and Planning
- Associate Vice-President, Human Resources
- An employee from the Students Division, appointed by the Vice-President, Students
- Co-chair of the Gen AI TLWG from Academic Affairs
- One member of the Gen AI TWLG, appointed by the co-chairs of the Gen AI TWLG
- A student, appointed by SAMRU

The chair will be appointed from the membership by the Chair of Deans' Council.

Objectives

- Advise on institutional strategy, governance and priorities related to AI.
- Identify opportunities, gaps and risks in AI institutional readiness and recommend coordinated responses.
- Promote ethical, effective and future-focused AI practices grounded in Mount Royal's academic mission.
- Serve as a central coordinating body for campus-wide AI-related initiatives and knowledge sharing.
- Liaise with other institutional groups such as the Gen AI in Teaching and Learning Working Group and relevant Communities of Practice to align and amplify efforts.

Deliverables

- A draft institutional framework and set of principles for campus-wide AI use and governance.
- An initial set of priority recommendations for AI-related capacity building, infrastructure, and operational planning.
- Ongoing strategic advice related to AI governance, operations, and priorities.
- The group may create working groups in alignment with their objectives.
- Provide semiannual reports to Deans' Council on the group's activities.

Resources

- Information Management and Privacy Office
- Policy Advisor
- Office of General Counsel and University Secretariat
- Risk Management
- Copyright Office
- Marketing & Communications