

AD.2.15.3 Use of Artificial Intelligence Technologies at SAIT Schedule B: Artificial Intelligence Committee (AIC)

Terms of Reference 2025-26

A. Mandate

The Artificial Intelligence Committee (AIC) provides guidance and oversight in regards to the use of artificial intelligence (AI) initiatives across SAIT. The AIC aims to ensure that AI technologies are utilized ethically, responsibly and effectively in order to enhance educational outcomes, research capabilities and operational efficiency. It helps ensure that there is a strong and consistent relationship between SAIT's mission and values and SAIT's community standards, procedures and daily conduct.

The AIC operates transparently and inclusively, fostering dialogue with and feedback from the SAIT community. Decisions are made based on thorough analysis and inclusive consideration of SAIT's diverse needs and perspectives. The AIC also stays abreast of developments in AI technologies and ethics in order to make recommendations that continually refine institutional strategies, policies and procedures.

B. Executive Sponsorship

The Committee's executive sponsor is the Chief Financial Officer and Vice President, Corporate Services.

C. Goals

1. Address concerns and resolve issues relating to SAIT's use of AI technologies and services.
2. Develop and maintain clear lines of responsibility for AI outcomes across SAIT.
3. Establish guidelines and standards for the development, deployment, procurement and use of AI technologies.
4. Identify new and emerging developments and/or risks in this field, and develop SAIT's responses.

Note that AIC may also address other goals on an as-needed basis.

D. Roles and Responsibilities

1. Collaboration Enhancement: Encourage interdisciplinary collaboration among schools/departments and external partners to leverage AI technologies for research and educational advancements.
2. Education and Training: Provide guidance for the development of training programs and workshops for faculty, employees and students, in order to build AI literacy and skills across the institution.
3. Ethics and Compliance: Monitor AI projects to ensure they adhere to ethical guidelines and compliance requirements, particularly in relation to data handling, bias prevention and transparency.
4. Evaluation and Reporting: Regularly evaluate the progress of AI initiatives and report on their impact to SAIT's governing bodies and the AIC's executive sponsor. This includes having working group leads regularly reporting into the AIC.
5. Innovation Promotion: Foster an environment of innovation where new ideas and technologies can be tested and implemented, ensuring the institution remains at the forefront of AI education and research.
6. Strategic Oversight: Develop and recommend strategic directions for AI integration(s) across various schools/departments, ensuring alignment with SAITs overall goals.
7. Create working groups as needed to work on specific AI initiatives.

E. Membership

The committee will consist of members appointed based on their expertise, interest and/or role at SAIT, including representatives as follows:

- AI Project Lead
- Academic Division:
 - Three academic chairs/associate deans, one of whom must be from the School of Advanced Digital Technology
 - Two faculty representatives as nominated by SAFA: one for apprenticeship programs and one for technology programs
- Information and Technology Services department
- Office of General Counsel
- Office of Community Conduct
- Student members –Three student representatives from the SAIT Students' Association (Saitsa)
- Center for Teaching and Learning
- Communications department

- Corporate Training department
- Human Resources department
- Office of the Registrar
- Business and Industry Analytics
- Strategic Planning
- Business Intelligence and Analytics
- Reg Erhardt Library
- Guests - invited to join the AIC for a period of time when their subject matter expertise is required.

F. Meetings and Expectations

1. The AIC meets monthly from September through June of each academic year through Teams. Smaller group meetings will occur as needed.
2. The Chair is responsible for the AIC's record-keeping and administration, including keeping minutes, developing and circulating agendas, etc.
3. The AIC uses a consensus-building approach, with decisions based on a simple majority. If consensus cannot be reached, the chair will refer the matter to the Committee's executive sponsor for review and decision.
4. The AIC may invite guests, including other members of the SAIT community, subject matter experts, etc., to attend meetings and assist the Committee as required.
5. Members are expected to participate actively and fully in the Committee's work. Members are expected to attend each meeting. If unable to attend, they may send a proxy in their place. Members unable to regularly attend meetings may be asked by the Chair to step down from the Committee.
6. Membership is for a two-year term, staggered to ensure continuity.

G. Reporting

1. The Chair will forward minutes from AI meetings to the Executive Sponsor.
2. The Chair will submit an annual report summarizing the Committee's activities, progress of AI initiatives and future plans to the Executive Sponsor, for review with Executive Management Council, Management Council, Deans' Council, Academic Council and/or other governing bodies at SAIT.