Colorado State University
Artificial Intelligence
Joint Task Force

AI Task Force Charge

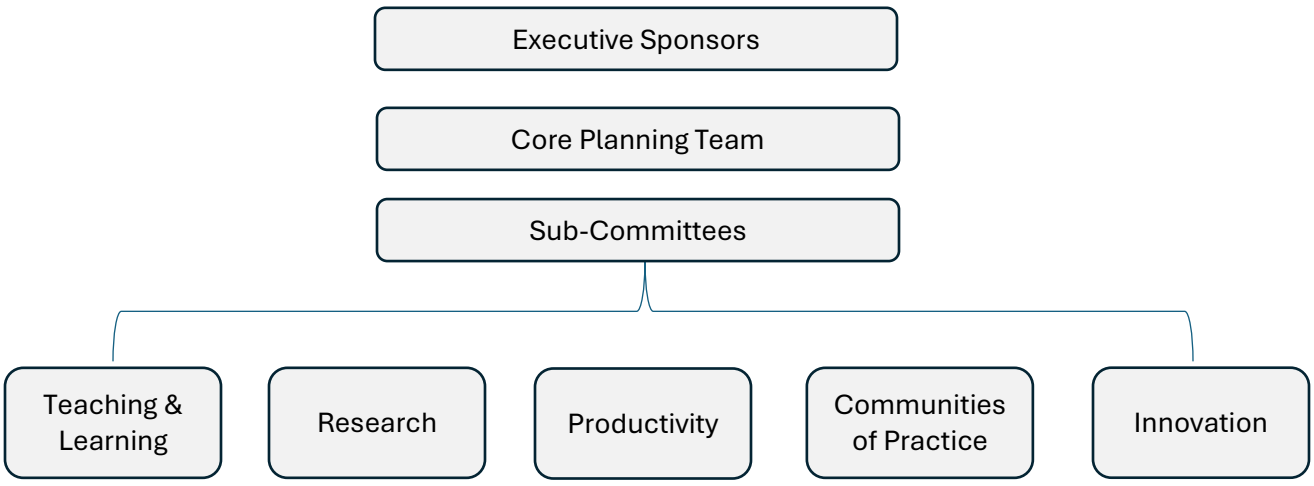
Overview

Purpose:
This multi-campus task force for Artificial Intelligence (AI) was established to assess and enhance the integration of AI practices, processes, and technologies across the CSU Fort Collins and CSU Pueblo campuses. The task force will leverage existing strengths, develop recommendations, and propose actionable pilot initiatives in the areas of: Teaching & Learning, Research, Productivity, Communities of Practice, and Innovation.

Outcomes:

- Assess the current state of AI at CSU-Ft. Collins and CSU-Pueblo
- Provide recommendations to develop AI pilots in Teaching & Learning, Research, Productivity, Communities of Practice, and Innovation.
- Scope resources needed for the success of the recommended pilots.
- Address risk and privacy concerns.

Structure:



Timeline:

August - September	October – November	December
Discovery	Evaluation	Recommendations

Executive Sponsors:

- Brandon Bernier, Vice President for Information Technology / Chief Information Officer, System
- Gail Mackin, Executive Vice President and Provost, Pueblo
- Marion Underwood, Executive Vice President and Provost, Fort Collins

Co- chairs:

- Karen Estlund, Dean of Libraries, Fort Collins
- Rhonda Manzanares, Dean of Libraries, Pueblo

Core Planning

Purpose and Responsibilities: The core planning team will ensure a structured approach to meeting task force to deliver pilot proposals by the end of December 2024. Core planning members will:

1. Spark Creativity: Collaborate to design resources that will fuel each task force group's success.

2. Lead with Vision: As a subcommittee chair, steer discussions into uncharted territories of AI potential in higher-ed.

3. Push Boundaries: Engage in dynamic dialogues that explore the vast and ever-evolving landscape of AI possibilities.

4. Champion Ethics: Ensure our AI journey aligns with CSU values and tackle crucial issues of the digital divide, inclusion and access, ethics, privacy, and security head-on.

5. Orchestrate Breakthroughs: As a subcommittee chair, you'll create an environment where:
    a. Ideas flow freely
    b. Conversations stay focused and productive
    c. Power dynamics are balanced for equal input
    d. Creativity, experimentation, and fun thrive

Time Commitment:
5 hours of synchronous work and 5 hours of asynchronous work per month

Membership:

- Karen Estlund, co-chair
- Rhonda Manzanares, co-chair

- Ellie Light, chair, Teaching & Learning
- Bruce Draper, chair, Research
- Gary Salazar, chair, Communities of Practice
- Tonja Rosales, chair, Productivity
- Matt Hickey, chair, Innovation

Subcommittees Overview

Communities of Practice – Gary Salazar, Chair

The Communities of Practice working group's objective is to identify existing communities of practice at CSU and propose pilot projects to encourage collaboration. These projects might involve setting up regular meetings, workshops, knowledge-sharing, and AI literacy programs for students, faculty, and staff. Additionally, the group may provide recommendations on best practices, ethical considerations, and guidelines necessary for the effective integration of AI into these communities.

Innovation – Matt Hickey, Chair

The Innovation working group will explore new opportunities to establish a leadership position in higher education and AI. This may include areas such as enrollment management, retention, student success, facilities, campus sustainability initiatives, or other impactful domains. The group is encouraged to seek partnerships with external organizations and propose innovation challenges or community challenges to inspire and support new ideas.

Productivity – Tonja Rosales, Chair

The Productivity working group will identify administrative tasks that can be enhanced by using AI, such as data entry, scheduling, and document management. The proposed pilot projects should aim to improve efficiency, reduce manual and repetitive work, and enable employees to focus on more strategic tasks. These improvements may apply across various administrative functional divisions.

Research – Bruce Draper, Chair

The Research working group will prioritize leveraging AI tools to address significant investigational questions that impact a wide range of transdisciplinary or interdisciplinary research at CSU. For example, pilot projects may include recommendations for accessing high-quality datasets and tools for AI research, identifying of researcher/collaborator partnerships, identifying funding opportunities, and suggestions for core infrastructure requirements.

Teaching and Learning – Ellie Light, Chair

The Teaching and Learning working group will promote the integration of AI into teaching and learning processes. This involves using enterprise tools and infrastructure to support AI, piloting AI methodologies in courses to enhance learning outcomes, and establishing metrics and assessment tools to measure the effectiveness of AI tools in improving learning outcomes. For example, pilot projects may include AI-driven personalized learning experiences, adaptive assessments, interdisciplinary data analysis, and critical thinking assignments using AI as a tool.

Subcommittee Charge

Activities:

- Discovery¿Assess and share current state in subcommittee area at CSU Fort Collins and Pueblo
- Evaluation:
    - Informal benchmark with peers or activities outside of higher-ed
    - Brainstorm possibilities, opportunities, and problems
    - Match opportunities and problems to potential solutions
    - Assess ethical and value implications
- Recommendation: Develop 1-3 pilot proposals in SBAR format (2 pages max)
    - Section 1:
        - Situations: Explain user scenarios
        - Background: Illuminate the context and what current state is like
        - Assessment: Identify the key problem
        - Recommendation: Provide 1-3 options for solutions using AI
    - Section: Enumerate resources required

Expected Outcomes:
Each subcommittee will develop 1-3 proposals for pilot projects. A proposal template and criteria will be provided. Optionally, subcommittees may provide appendices of information from their discovery and evaluation processes.

The proposals will be reviewed by the sponsors for approval and implementation. Due to resource limitations, not all proposals may be approved.

Time Commitment:
Up to 3 hours of synchronous work and 5 hours of asynchronous work per month