8 December 2023

**Invitation to serve: AI@OSU Advisory Group**

**Vrushali Bokil**, Professor and Associate Dean for Research and Graduate Studies, College of Science *– Chair*

**Andrea Ballinger**, Vice Provost for University Information and Technology and Chief Information Officer

**Glencora Borradaile**, Professor and Associate Dean for Graduate Programs, College of Engineering

**Jana Bouwma Gearhart**, Associate Dean of Research and Professor, College of Education

**Xiaoli Fern**, Associate Professor, College of Engineering

**Alix Gitelman**, Vice Provost for Academic Affairs and Senior Vice Provost

**Whitney Hil**l, Assistant General Counsel

**Heather Horn**, Vice Provost for Human Resources and Chief Human Resources Officer

**Dan Larson**, Vice Provost for Student Affairs and Senior Advisor to the Provost for Operations

**Shannon Riggs**, Associate Vice Provost for Educational Programs and Learning Innovation, Division of Educational Ventures

**Gaurav Sahay**, Professor, College of Pharmacy

**Heidi Sann**, Associate Vice President for Finance and Controller, Division of Finance and Administration

**Chris Viggiani**, Associate Vice President, Research Integrity

**Scott Vignos**, Vice President and Chief Diversity Officer

**Sam Williams**, Executive Director, Business Architecture, University Information and Technology *– Chair of the AI@OSU Coordinating Team*

Dear Colleagues,

I write to invite you to serve on the AI@OSU Advisory Group chaired by Vrushali Bokil, Professor and Associate Dean for Research and Graduate Studies, in the College of Science.

Work is well underway at OSU within several schools, programs, and units to develop initiatives and policies around the use of artificial intelligence (AI) in teaching, research, and administration. While positive, these efforts are not necessarily connected to one another, and their goals vary from simply setting policies for how AI can and cannot be used by students to providing guidance on how to constructively engage with AI.

We need a mechanism for sharing information and considering appropriate policies and practices that span mission areas. To that end, I am convening an AI@OSU Advisory Group and an AI@OSU Coordinating Team. The two groups will help us determine best practices that enable OSU to harness the great potential for this technology, guide its creative use, and minimize abuse or negative outcomes.

The AI@OSU Advisory Group will consider the implications and best use of AI in the areas of teaching, research, and business operations from an enterprise-wide perspective; help to ensure responsible, transparent, and ethical AI systems; and review existing risk management practices and

recommend appropriate updates to them. The Advisory Group will develop a concise action plan with recommendations related to standards, policies, and practices. Recommendations will cover:

- Use in education and research, including quality and ethics
- Implications for bias and discrimination
- Accessibility and equity implications
- Privacy and security implications
- Implications for OSU's workforce
- Legal implications
- Benchmarking

Sam Williams will chair the AI@OSU Coordinating Team. The group will serve as a think-tank charged with identifying opportunities for OSU to explore engaging with or investing in AI programs, projects, processes, tools and/or activities. The Coordinating Team will provide guidance—via the chair—to the Advisory Group on trends and developing implications. Coordinating Team members must maintain a high degree of awareness of the trajectory of AI in higher education and at OSU. The Coordinating Team will also provide guidance and input on curating the AI@OSU website, which is intended to serve as a single portal to AI-related work at OSU that helps direct OSU community members—faculty, staff, students, administrators—to informational resources, updates on how OSU is engaging with AI in its mission elements and administration, and AI-related OSU news and accomplishments.

I know that service on the AI@OSU Advisory Group will be on top of your already full plates. I hope you will agree that this work will be of tremendous value to the university. Please contact Gigi Bruce if you are unable to serve on the AI@OSU Advisory Group.

Sincerely,

Edward Feser
Provost and Executive Vice President