

July 1, 2026

To:

TBD, Vice Provost for Academic Technology and Resource Management, Co-chair
Orrie Gartner, Interim Vice Chancellor for Information Technology, Co-chair
TBD, Vice Provost for Academic Planning and Assessment
David Paradis, Boulder Faculty Assembly
Leah McDaniel Parvez, Staff Council
Tri-Executive President, CUSG
Muhammad Ali, President of Engagement, GPSG
Karen Regan, Associate Vice Chancellor, Research Development and Strategic Initiatives,
Research and Innovation Office

From:

Justin Schwartz, Chancellor
Ann Stevens, Provost and Executive Vice Chancellor for Academic Affairs
Janel L. Forde, Senior Vice Chancellor for Operations
Massimo Ruzzene, Senior Vice Chancellor for Research and Innovation and Dean of the
Institutes

Re: Charge for the Artificial Intelligence Strategic Steering Committee

We write to request your service on an updated CU Boulder AI Strategic Steering Committee (AISSC). As you are aware, with the systemwide investments in AI tools and associated concerns about AI literacy, equitable access, responsible use, and sustainability, there is a need for a more connected, systematic approach to AI that supports students' learning, prepares them for success in an AI-enabled world and strengthens how the university approaches teaching and learning, the student experience, research and creative work, and operations.

The existing AISSC has made important strides in helping the campus understand the nature and potential of AI for students, faculty, and staff at CU Boulder. We believe that it is now time to expand and focus the AISSC to serve as a coordinating body for these cross-campus efforts; support consistent, clear conversations and reporting; and make well-informed recommendations about needs for and use of AI.

Through the work of the AISSC and our students, faculty and staff, CU Boulder can be a leader when it comes to the responsible and productive use of AI. To that end, we charge the AISSC to serve a leadership and coordinating role to connect different parts of our AI approach and philosophy to one another in order to develop a CU Boulder AI ecosystem, capitalizing on the expertise and opportunities that are unique to CU Boulder, looking at what other universities are doing in this space, and bringing innovative ideas and recommendations to ensure CU Boulder becomes a leader in this space.

A critical part of this charge is to ensure and encourage routine collaboration with shared governance: Boulder Faculty Assembly, Staff Council, and Student Government. This expanded and newly empowered AISSC will [build on the foundation](#) of AI use in research, education, and operations that has existed on our campus for several years; will incorporate shared governance leadership; and will continue to lead campus efforts associated with emerging AI questions and opportunities.

At the end of this memo we summarize an organizational structure, with membership and participants identified, to support this new charge.

Additionally, we charge the AISSC to:

1. Advise and Recommend

- Provide regular briefings and recommendations to university leadership on AI-related opportunities, risks, and priorities
- Develop campuswide guidance on AI use, including ethical frameworks, instructional considerations, and research implications
- Review and recommend investments in enterprise AI tools and initiatives
- Advise on policy development and revisions in coordination with appropriate governance and compliance offices
- Recommend approaches for equitable access to AI tools and resources (e.g., ChatGPT Edu credits)

2. Coordinate and Convene

- Establish and oversee subcommittees in key areas:
 - Administrative Functions and Operations
 - Research and Creative Work
 - Teaching and Learning
 - Student Success and Experience
- Define and annually refresh subcommittee charges
- Convene additional working groups as needed to address emerging issues
- Serve as the central body for synthesizing and aligning AI-related efforts across campus

3. Monitor and Ensure Alignment

- Track relevant state and federal AI laws and regulations
- Coordinate with campus partners to support institutional compliance
- Assess emerging trends and benchmark CU Boulder against peer institutions

4. Communicate and Educate

- Provide regular updates to the campus community on AI initiatives and developments

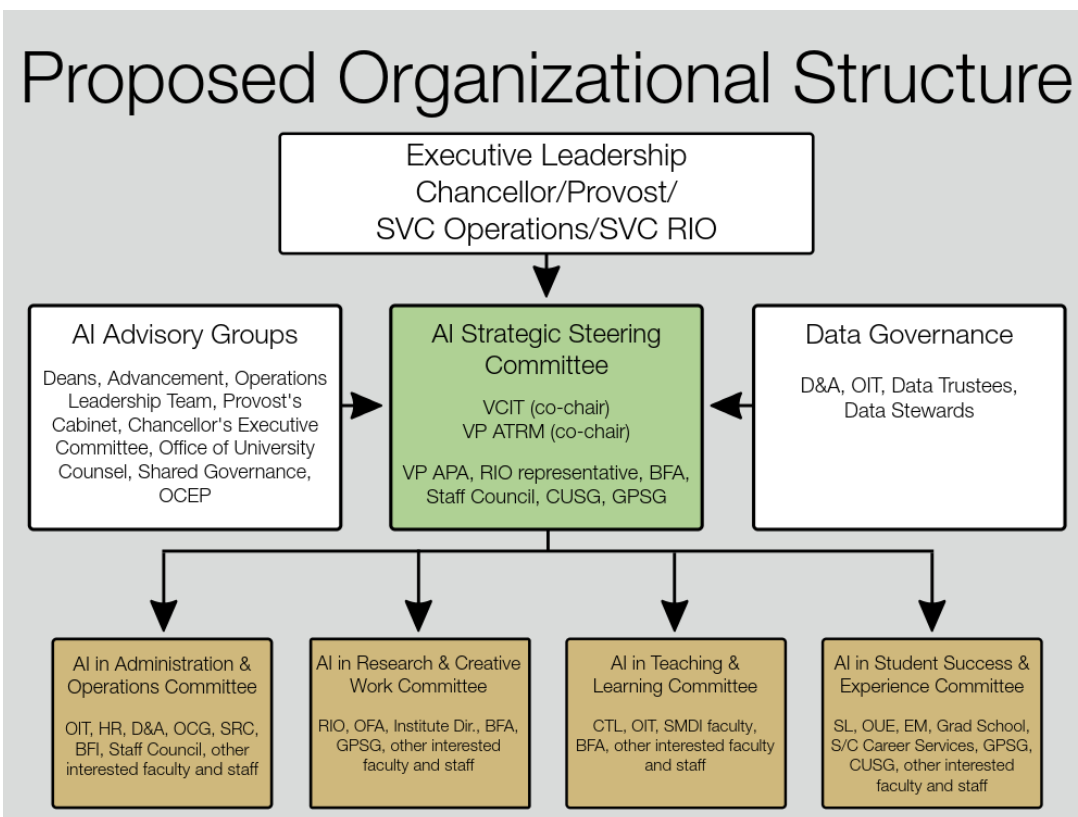
- Support the development and deployment of AI training and literacy resources for students, faculty and staff
- Contribute to a shared understanding of AI capabilities, limitations, and responsible use

AI is a rapidly evolving technology expected to shape how CU Boulder fulfills its mission as a public university and how our graduates engage with the 21st century workforce. Many AI-related issues will arise within our existing approaches, policies, and procedures such as human resources, data infrastructure, and curricular development. The AISSC is not meant to override the authority of existing campus units or procedures or to infringe faculty rights and responsibilities, but to collaborate on and coordinate activities and policies involving AI.

A critical initial task for this group will be to immediately convene a working group to develop an improved training module for the Boulder campus to be rolled out before students arrive in August. Resources will be provided by the Office of the Provost to facilitate this important work over the next several months, overseen by the co-chairs of this steering committee.

As you conduct this work, you should report your activities to us at least twice per year, or once per semester. This committee will remain active through July 1, 2029, at which point it will be evaluated for renewal, revision, or sunseting.

Thank you for your leadership in this important area, and we look forward to hearing about your progress.



Inform Structure

In addition to the governance structure, there are additional groups that are able to participate, inform, and be informed. The groups below represent examples of those parties:

Communities of
Practice/Ambassadors

Shared Governance
Committees

Student Groups