

Academic Affairs Emerging Technology Governance Committee

Charge

Purpose: The Academic Affairs Emerging Technology Governance Committee (ETGC) at Cal Poly Pomona is established to oversee the development, implementation, and governance of emerging technologies on campus. Additionally, the ETGC will make recommendations for resources and support necessary for the effective integration of emerging technologies in academic functions. The committee will initially focus on creating a comprehensive policy regarding the use of generative AI.

Responsibilities:

1. Develop and recommend a comprehensive Academic Affairs policy on the use of generative AI.
2. Identify and evaluate emerging technologies that could benefit the campus community.
3. Make recommendations for resources, training, and support needed for the adoption of emerging technologies.
4. Ensure that recommended use of emerging technologies aligns with the university's mission, values, and strategic goals.
5. Foster collaboration among different campus divisions and external partners to leverage expertise and resources.
6. Monitor and assess the impact of emerging technologies on the campus community and make adjustments as necessary.

Membership: The committee will be composed of representatives from the following areas:

- Student Affairs
- Information Technology (IT)
- Academic Affairs (Provost's Office)
- Center for the Advancement of Faculty Excellence (CAFE)
- Faculty
- Students
- Advancement
- External member from technology industry

Meetings: The ETGC will meet monthly, with additional meetings scheduled as needed. Meeting agendas and minutes will be documented and made available to the campus community.

Bylaws

Article I: Name The name of this committee shall be the Academic Affairs Emerging Technology Governance Committee (ETGC).

Article II: Purpose The purpose of the ETGC is to oversee the development, implementation, and governance of emerging technologies at Cal Poly Pomona, with an initial focus on creating a policy for the use of generative AI.

Article III: Membership

1. **Composition:** The committee shall consist of representatives from Student Affairs (1 or 2), Information Technology (1 or 2), Academic Affairs (Provost's Office) (1), the Center for the Advancement of Faculty Excellence (CAFE) (1), faculty (4), students (2), Advancement (1) and 1 non-voting external member from the technology industry if possible.
2. **Appointment:** Members shall be appointed by their respective divisions or offices. Faculty shall be appointed by the Academic Senate, following Senate procedures. Student member(s) shall be appointed by ASI following ASI procedures. The external member shall be invited by the committee chair.
3. **Term:** Members shall serve a term of two years, with the possibility of reappointment.
4. **Chair:** The chair shall be elected by the committee from among committee members in the Academic Affairs Division and serve a one-year term with the possibility of re-election. The chair is responsible for convening meetings, setting agendas, and ensuring the committee's work progresses. The chair may designate responsibilities to committee members such as maintaining committee records.

Article IV: Meetings

1. **Frequency:** The committee shall meet monthly, with additional meetings as necessary.
2. **Quorum:** A quorum shall consist of a majority of the committee members.
3. **Decision-Making:** Decisions shall be made by a majority vote of the members present.

Article V: Amendments These bylaws shall be reviewed annually at the committee's first meeting and if necessary amended by majority vote.