GenAI Oversight Subcommittee Scope of Responsibilities

Colorado College Information Technology Services (ITS)

Purpose

The Generative AI Oversight Subcommittee is a dedicated group charged with educating the campus community about Generative AI, assisting each division of the college in writing (or reviewing) their Gen AI policy, and recommending GenAI solutions to problems submitted by the community.

This subcommittee serves as a checkpoint in the IT governance process, providing oversight and guidance so that GenAI initiatives support college priorities, comply with policies, and add value to the campus.

Scope of Responsibilities

The subcommittee's key responsibilities include, but are not limited to, the following:

- **Educate the college community about GenAI:** Provide workshops and create resources to help the Colorado College community learn what GenAI is, what it is not, and how to properly leverage GenAI tools in a manner consistent with the GenAI Philosophy and Policy.
- **Assist Divisions in creating and regularly reviewing their GenAI policy:** While there is an overall GenAI policy for Colorado College, it calls for each Division to have their own specific policy with language about how the umbrella rules and concepts apply to them specifically.
- **Review of GenAI Project Proposals:** Examine new GenAI project proposals and technology adoption requests submitted by departments or stakeholders. Ensure each proposal is evaluated for strategic alignment with institutional goals, policies, technical feasibility, and resource implications (e.g. budget, staffing, timeline).
- **Provide Recommendations to Governance:** Offer informed feedback and formal recommendations to the higher IT governance council or executive leadership based on the subcommittee's reviews. This may involve endorsing viable proposals, requesting further analysis, or highlighting concerns. The subcommittee's input helps the CIO and governance council make informed decisions on GenAI investments and priorities.
- **Collaborate with Other Subcommittees:** Work in collaboration with other ITS governance subcommittees and relevant groups (such as the IT Governance Group) to ensure a cohesive approach to technology governance. Coordinate on overlapping concerns and share insights so that recommendations are aligned and consider all facets of campus technology needs.

Boundaries of Authority

The GenAI Oversight Subcommittee operates in an evaluative and advisory role rather than an operational management role. It does not:

- directly manage project execution, reporting, or prioritization of IT projects.

- allocate budgets, assign staff, or enforce project timelines.
- replace project managers or decision-makers who execute and report on projects.

Instead, the subcommittee's authority is limited to reviewing proposals, offering guidance, and making recommendations to the CIO and the executive IT governance council. Final decisions on project approval, prioritization, and resource commitment are made by the executive leadership (or designated governance bodies) based on input from this and other advisory groups. By clearly delineating these boundaries, the subcommittee focuses on its core purpose of strategic evaluation without overstepping into project management functions.

Member Expectations

Members of the GenAI Oversight Subcommittee are expected to uphold a high standard of engagement and professionalism. Key expectations for all members include:

- **Attendance & Active Participation:** Attend all scheduled subcommittee meetings (to the extent possible) and actively participate in discussions. Consistent attendance ensures continuity, and active engagement by each member enriches the deliberations with diverse insights.
- **Preparation:** Come to meetings well-prepared, having reviewed all relevant project proposals, documentation, and prior meeting notes in advance. Members should be ready to discuss the materials and provide informed feedback, which enables efficient and productive meetings.
- **Collaborative & Strategic Mindset:** Approach all subcommittee activities with a collaborative spirit and a college-wide perspective. Members should work constructively with one another, respect differing viewpoints, and focus on what is best for the institution as a whole. This includes thinking beyond one's own department or division, and aiming for solutions that align with Colorado College's strategic priorities.
- **Constructive Feedback & Responsiveness:** Provide thoughtful, constructive feedback on proposals and issues brought to the subcommittee. Critiques should be solution-oriented and framed professionally to guide improvement. Additionally, members are expected to be responsive to subcommittee communications and follow up on any action items or requests between meetings in a timely manner.

By meeting these expectations, subcommittee members help maintain a productive governance process and uphold the trust placed in the group by the campus leadership.

Membership

The GenAI Oversight Subcommittee is composed primarily of IT staff, but includes 1 faculty member, 1 student, and 1 at-large staff in order to have representation across the institution, ensuring diverse perspectives and collaborative evaluation of IT-related requests. Members represent their constituency while supporting strategic, college-wide decision-making. All members serve on the subcommittee with the approval of their leadership and commit to the expectations outlined above.

Membership is expected for at least 1 year and no more than 3 years in a row.

Co-Chairs: Faculty Member and ITS Staff Member.

Pending or Rotational Representation (as needed)

Additional participants may be invited to attend or contribute to subcommittee discussions based on relevance of the agenda items or specific requests under review.