

## **Steering Committee on the Adoption of Artificial Intelligence (AI) in Higher Education in the UAE**

### 1. Purpose

The Steering Committee serves as an advisory body responsible for recommending AI-related policy changes for the UAE, providing strategic guidance to universities and higher education institutions. The committee will focus on integrating AI in teaching, research, and student support while developing future-ready skills and ensuring ethical AI practices. The committee as part of its mandate will formulate comprehensive recommendations for integrating AI into teaching, learning, research, and the broader core and support functions of universities. This will involve leveraging the opportunities AI presents while proactively mitigating risks and strengthening institutional capacities. The committee will serve as a dynamic platform to advise on policy formulation, best practices, and guidelines to ensure that AI adoption is beneficial, ethical, and aligned with both national and institutional priorities.

### 2. Objectives

The overall objectives from establishing the Steering Committee on the Adoption of Artificial Intelligence (AI) involve:

1. Formulate recommendations and guidelines to assist higher education institutions (HEIs) in establishing strong, forward-thinking policies on the integration and use of AI in learning environments.
2. Create a set of comprehensive guidelines for the HE sectors to support the implementation of AI in learning and research, ensuring consistency, quality, and accountability across institutions.
3. Create diverse venues that facilitate discussions on emerging challenges and opportunities associated with AI, enabling stakeholders to exchange insights, share best practices, and collaboratively develop innovative solutions.

### 3. Membership Composition

#### 3.1 Core Members

The committee, which should not exceed (35) members in total, shall consist of representatives from the following groups:

- Presidents, Chancellors, or any senior leadership member nominated by the head of the institution from both private and public universities in the UAE (one per institution).
- Representatives from government or regulatory agencies overseeing higher education and AI policies in the UAE.
- Two student representatives (one male and one female) carefully selected from the higher education community to ensure diverse student perspectives are involved.
- Representatives from industry, including founding members CLICKS and Studiosity, to provide insights into the practical and technological aspects of AI in education (not more than 5)

### 3.2 Invited Guests

- Experts and stakeholders from relevant fields (e.g., AI research, ethics, technology implementation) may be invited to participate in specific sessions or provide expert opinions as needed.

## 4. Roles and Responsibilities

### 4.1 Committee Chair (*elected by members for one year*)

- Provide overall leadership and direction for the committee.
- Set meeting agendas in consultation with other members.
- Ensure meetings run efficiently and that all agenda items are addressed.
- Act as the primary spokesperson for the committee.

### 4.2 Committee Secretary (*from among founding members*)

- Organize meeting logistics (venue, online meeting setup, documentation).
- Record minutes and decisions taken during meetings.
- Distribute meeting materials and follow up on action items.

### 4.3 Core Members

- Actively participate in all scheduled meetings (both in-person and online).
- Contribute insights and expertise from their respective sectors (HEIs, regulatory bodies, student community, industry partners).
- Review, comment on, and help develop policy documents, guidelines and reports produced.

- o Liaise with their respective institutions to ensure that the committee's recommendations are well-informed.

#### 4.4 Invited Guests

- o Provide expert advice and perspectives
- o Engage in discussions relevant to their expertise and contribute to the committee's knowledge base.

### 5. Time Commitment and Meeting Frequency and Format

Members are expected to devote the necessary time to support the committee's objectives and should make every effort to attend both the quarterly in-person roundtable and online meetings.

- o In-Person Meetings: One roundtable meeting per quarter requiring physical presence
- o Online Meetings: One online meeting per quarter.

*Additional meetings may be convened as needed, subject to member availability and urgent agenda items.*

### 6. Establishment of Subcommittees

- The committee may determine the need to establish dedicated sub-committees to handle specific tasks and focus areas, ensuring efficient management and in-depth analysis of key issues related to AI adoption in higher education.
- The formation of these sub-committees will require a two-third (2/3) vote from committee members.

### 7. Quorum & Decision Making

- A quorum shall be defined as two-thirds (2/3) of the total number of core committee members.
- Decisions made without a quorum shall be considered non-binding unless ratified at the next meeting with a proper quorum.
- The committee will strive to reach consensus on all recommendations and decisions. If consensus cannot be achieved, decisions will be put to a vote, with each core member entitled to one vote
- A decision will be approved by a simple majority or in accordance with the quorum requirements defined above. In the event of a tie, the chair will cast the decisive vote

### 8. Review and Amendment of the ToR

- Once approved and put into implementation, the Terms of Reference shall be reviewed annually to ensure that they remain relevant and effective.
- Amendments to the ToR may be proposed by any core member and shall be adopted by a two-thirds majority vote of the committee members present at a duly convened meeting.

## 9. Implementation Roadmap

To ensure the committee's objectives are achieved efficiently, the following timeline will be adopted:

- Short-term (3-6 months): Establish core policy frameworks and guidelines.
- Medium-term (6-12 months): Develop institutional AI strategies and engage government bodies.
- Long-term (1-3 years): Implement AI policies across UAE higher education institutions and assess impact.