NC STATE UNIVERSITY

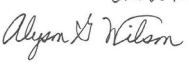**Office of the Executive Vice Chancellor and Provost**
and
Office of the Executive Vice Chancellor for Finance and Administration
and
Office of Research and Innovation
and
Office of Information Technology

Holladay Hall
Raleigh, NC

MEMORANDUM

TO: Mardecia Bell, Chief Information Security Officer, Office of Information Technology
Jeff Baynham, Associate Vice Chancellor for Advancement Services, University Advancement
Ryan Bernaduci, Director, HR Information Management and Analytics, University Human Resources
Charles Clift, Assistant Vice Provost, Registration and Records, Enrollment Management and Services
Amy Orders, Assistant Vice Chancellor for Emergency Operations and Environmental Health and Safety, Environmental Health and Public Safety
Frances Lawrence, University Controller, Finance Division
Raul Doyle, Director, Data Governance, Institutional Strategy and Analysis
Josh Gira, Director, Information and Instructional Technology and Operations, College of Natural Resources
Shawn Dunning, Director, Information Technology, College of Engineering
Jeff Webster, Director, Educational Technology Services, Digital Education and Learning Technology Applications
Chris Dunham, Director, Information Technology, Campus Enterprises
Tamah Morant, Interim Senior Associate Dean for University College, Division of Academic and Student Affairs

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost
Marc Hoit, Vice Chancellor for Information Technology and CIO
Charles Maimone, Executive Vice Chancellor for Finance and Administration
Alyson Wilson, Interim Vice Chancellor for Research and Innovation

SUBJECT: Artificial Intelligence (AI) Advisory Group, AI and Business Operations Subgroup Charge

DATE: October 17, 2024

The Artificial Intelligence (AI) Advisory Group received its charge in April of this year outlining two subgroups to carry out the charge. After its first meeting it was quickly determined by administration and the committee that there is a substantial overlap between the issues arising from university business uses of AI in research and teaching. Therefore it was decided that a third subgroup would need to be formed under the AI Advisory Group. In addition to advising the Executive Vice Chancellor and Provost and the Vice Chancellor for Research and Innovation, this third subgroup will be advisory to the Executive Vice Chancellor for Finance and Administration and the Vice Chancellor for Information Technology and focused on business and administrative uses of AI. This subgroup will:

- Focus on security and compliance issues arising from business uses of AI;
- Develop and publish clear guidance for policy decisions around privacy and security in use of generative AI tools in the course of doing university business;
- Recommend techniques and tools for ensuring data privacy and confidentiality in AI applications;
- Foster communities of practice to share ideas for using AI to advance efficiency and productivity;
- Explore possible uses of AI to gain insights into university data; and
- Address other questions of interest and importance to the university

Mardecia Bell has agreed to serve as the subgroup leader. We appreciate your willingness to serve as members of the advisory group.

Cc: Rachel (Ray) Levy, Executive Director, Data Science Academy, and Professor, Mathematics, College of Sciences, Co-Chair
Jill Sexton, Associate Director, Digital Organization and Strategy, NC State University Libraries

AI and Research Innovation and Application Subgroup
Milad Abolhassani, Director of Accelerated Technologies, Integrative Sciences Initiative, and Associate Professor and Alcoa Scholar in Chemical and Biomedical Engineering, College of Engineering
Eli Cohen, Clinical Professor, Molecular Biomedical Sciences, College of Veterinary Medicine
Bill Rand, Executive Director, Business Analytics Initiative, and McLauchlan Distinguished Professor, Business Management, Poole College of Management
Jill Sexton, Associate Director, Digital Organization and Strategy, NC State University Libraries
Cranos Williams, Data-Driven Plant Science Platform Director, N.C. Plant Sciences Initiative, and Goodnight Distinguished Professor in Agricultural Analytics, Electrical and Computer Engineering, College of Engineering, and Plant and Microbial Biology, College of Agriculture and Life Sciences
Yaroslava Yingling, Kobe Steel Distinguished Professor, Materials Science and Engineering, College of Engineering

AI and Administration/Education Subgroup
Helen Armstrong, Professor, Graphic Design and Industrial Design, College of Design
Tiffany Barnes, Coordinator, Digital Transformation of Education Cluster, and Distinguished Professor, Computer Science, College of Engineering
Helen Chen, Senior Vice Provost, Instructional Programs
Huiling Ding, Director of Labor Analytics and Workforce Development, Data Science Academy, and Professor, English, College of Humanities and Social Sciences
Krista Glazewski, Executive Director, Friday Institute for Educational Innovation, and Associate Dean for Translational Research, and Professor, Teacher Education and Learning Sciences, College of Education
James Lester, Director, Center for Educational Informatics and NSF EngageAI Institute, and Goodnight Distinguished University Professor in Artificial Intelligence and Machine Learning, Computer Science, College of Engineering