

Brock Artificial Intelligence (AI) Workplan

March 2026

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Document Structure

There are three parts to this document.

Section 1: Workplan Development including recommendations.

Section 2: About the AI Enablement Task Force

Section 3: About the AI Working Groups

Section 1: Workplan Development Including Recommendations.

Background Information

The Provost empowered a short term Workplan Development Group to develop a workplan to facilitate AI enablement at Brock.

This workplan was informed by Peter Berg's report *Developing a Framework for the Enablement of AI Integration at Brock University*.

Workplan Development Group Members

University Librarian - Nicole Nolan (Chair)

Anna Lathrop

Deborah O'Leary

Geraldine Jones

Rajiv Jhangiani

Peter Berg

Peter Gilbert

Rob Cargnelli

Recommendations

The AI Work Plan Development Group has three recommendations.

1. Form a Brock AI Enablement Task Force

We recommend that a Brock AI Enablement Task Force, reporting to the Provost, be struck from April 2026 – August 2027. This Task Force shall be empowered to implement the following seven tasks.

1. Clearly define the Brock AI approach by identifying Brock-specific principles to help inform AI decisions, define what it means to be an AI ready institution, and describe what an AI enablement approach means for Brock.
2. Develop an AI readiness strategy
3. Develop and coordinate an AI communication strategy
4. Engage in Brock-wide consultations to better understand AI concerns, approaches, and possibilities
5. Develop a Brock-wide professional development/education strategy for faculty, librarians, and staff
6. Coordinate the work of the Task Force subcommittees.
7. Develop recommendations to ensure that Brock has an ongoing, sustainable approach to fostering AI-readiness.

2. Form working groups to report to the Brock AI Enablement Task Force

We recommend that seven working groups be formed, reporting to the Brock AI Enablement Task Force. These groups shall be nimble, focused, and small. The seven working groups are:

1. Teaching & Learning Practices Working Group
2. AI in Research & Creativity Working Group
3. Student Services Working Group
4. People Strategy & Administration Working Group
5. Systems, Security, and Data Governance AI Working Group
6. Graduate Student Research AI Working Group
7. Library Services AI Working Group

Below are the Terms of Reference for the Task Force and Working Groups.

3. That resources be provided to support AI enablement at Brock

That if appropriate and with adequate rationale, funds be made available to allow Brock to join AI-specific memberships that support AI enablement at Brock.

That if appropriate and with adequate rationale, funds be made available for focus group and consultation activities.

Section 2: About the AI Enablement Task Force

The purpose of this section is to propose a terms of reference for the AI Enablement Task Force.

Terms of Reference: Brock AI Enablement Task Force

Background/Rationale

The Brock AI Enablement Task Force and associated Working Groups will help Brock become an AI ready institution. This task force will support the work of seven working groups focused on specific areas and will address Brock-level AI activities.

The Task Force reports to the Provost, and the Working Groups shall report to the Task Force. The task force and working groups will engage, solicit feedback, and consult with a variety of Senate committees, other committees and working groups, and meetings as appropriate. Activity resulting from this group that affects the academic mission of the university shall be brought to the appropriate senate committees, following regular senate committee processes.

Membership & Composition:

Deborah O’Leary – Associate Vice-President, Research

Geraldine Jones – Registrar & Associate Vice-President, Enrolment

Jennifer Guarasci – Chief Human Resources Office & Associate Vice-President, People & Culture

Joshua Tonnos - Chief Financial Officer & Associate Vice-President, Financial Services

Nicole Nolan – University Librarian

Peter Berg - Dean, Faculty of Mathematics & Science

Peter Gilbert - Interim Associate Vice-President, Information Technology Services

Rajiv Jhangiani - Vice-Provost, Teaching & Learning

Rob Cargnelli - Associate Vice-President, Risk Management & Internal Auditor

Sebastien Marchal - Associate Director, Digital & Marketing

Goals/Objectives

1. Clearly define the Brock AI approach by identifying Brock-specific principles to help inform AI decisions, define what it means to be an AI ready institution, and describe what an AI enablement approach means for Brock.
2. Develop an AI readiness strategy.
3. Develop and coordinate an AI communication strategy.
4. Engage in Brock-wide consultations to better understand AI concerns, approaches, and possibilities.
5. Develop a Brock-wide professional development/education strategy for faculty, librarians, and staff.
6. Support the work and coordination of the Task Force subcommittees.
7. Develop and coordinate a process for reviewing Brock policies, considering how to incorporate AI into Brock policies.

8. Develop recommendations to ensure that Brock has an ongoing, sustainable approach to fostering AI-readiness
9. Develop and prioritize timelines, to ensure a report is complete by August 2027.

Deliverables

Goals of Task Force	Deliverables
Clearly define the Brock AI approach by identifying Brock-specific principles to help inform AI decisions, define what it means to be an AI ready institution, and describe what an AI enablement approach means for Brock.	<ul style="list-style-type: none"> ○ Generate a list of principles that will frame what it means to be an AI ready University ○ Conduct an environmental scan and consultations to help inform this work ○ Communicate this approach with the Task Force Working Groups and beyond ○ Evaluate and decide on what memberships we should join ○ Consider any legal issues and consult with legal counsel as appropriate.
Develop an AI readiness strategy.	<ul style="list-style-type: none"> ○ Recommend appropriate governance structure for ensuring a sustainable AI program
Develop and coordinate an AI communication strategy.	<ul style="list-style-type: none"> ○ Identify information needs of all stakeholders ○ Develop a website that coordinates all the AI information at Brock. This will include AI for students, faculty, research, task force information, AI tools etc. ○ Consider the need for socializing AI for stakeholders ○ Consider AI communication for recruitment and retention for students
Engage in Brock-wide consultations to better understand AI concerns, approaches, and possibilities	<ul style="list-style-type: none"> ○ Consider consultations with students, faculty, staff, librarians, to help understand concerns and needs ○ Consider managing change principles when talking to Brock community members about AI opportunities and challenges.
Develop a Brock-wide professional development/education strategy for faculty	<ul style="list-style-type: none"> ○ Consider townhalls, seminar series, bringing experts in ○ Promote/leverage access to memberships for professional development
Coordinate the work of the Task Force subcommittees	<ul style="list-style-type: none"> ○ Ensure there is an organized SharePoint internal site for the groups to share information ○ Help working groups overcome barriers ○ Help coordinate working group dependencies, and support cross-group dependencies
Develop and coordinate a process for reviewing Brock policies, considering how to incorporate AI into Brock policies.	<ul style="list-style-type: none"> ○ Leverage existing infrastructure to facilitate this process ○ Consult with, and/or refer to committees, as appropriate.

Develop recommendations to ensure that Brock has an ongoing, sustainable approach to fostering AI-readiness	<ul style="list-style-type: none"> ○ Include recommendations for sustainability in final Task Force report
Develop and prioritize timelines, to ensure a report is complete by August 2027.	<ul style="list-style-type: none"> ○ Review Task Force deliverables, review working group deliverables, develop and prioritize timelines, and prepare a report by August 2027.

Scope of Work & Key Responsibilities:

This Task Force is not prescribing work for individual faculties, but rather, working to amplify and coordinate AI work.

Meeting Procedures

The AI Enablement Task Force reports to the Provost, shall meet every two weeks until August 2027 as required, in a hybrid format.

Section 3: About the AI Working Groups

The purpose of this section is to identify the proposed AI Working Groups, and the general terms of reference for all seven groups.

Terms of Reference: AI Working Groups

Background/Rationale

The Brock AI Enablement Task Force and associated Working Groups will help Brock become an AI ready institution. This task force will support the work of seven working groups focused on specific areas and will address Brock-level AI activities.

The Task Force reports to the Provost, and the Working Groups shall report to the Task Force. The task force and working groups will engage, solicit feedback, and consult with a variety of Senate committees, other committees and working groups, and meetings as appropriate.

AI Working Groups

1. Teaching & Learning Practices Working Group

This working group shall investigate and make recommendations regarding the impact of AI on teaching and learning practices.

2. AI in Research & Creativity Working Group

This working group shall investigate and make recommendations regarding the impact of AI on all aspects of the process of conducting research and the research life cycle, including training, publishing and writing grants.

3. Student Services Working Group

This working group shall investigate and make recommendations regarding the impact of AI on provisioning and delivery of student facing services. Some examples could include student-facing services where AI could support navigation, FAQs, document intake, advising, financial aid and billing questions, success coaching, accessibility, wellness routing, career and co-op prep, international and Indigenous supports, housing/dining/card services, conduct policies, and general campus life info.

4. People Strategy & Administration Working Group

This working group shall investigate and make recommendations regarding the impact of AI on the administrative work of the university, including building faculty, librarian, and staff AI skills,

assessing role impacts, updating HR policies, guide change management (in terms of adoption), and identify safe opportunities to streamline administrative processes with AI.

5. Systems, Security, and Data Governance AI Working Group

This working group shall investigate and make recommendations regarding the impact of AI on university systems and information technology, information security, and data governance.

6. Graduate Student Research AI Working Group

This working group shall investigate and make recommendations regarding the impact of AI on graduate student research.

7. Library Services AI Working Group

This working group shall investigate and make recommendations regarding how library expertise and services can contribute to AI Enablement at Brock.

Goals/Objectives

Each Working Group shall:

1. Identify urgent concerns for your working group.
2. Develop a shared understanding of the state of AI enablement in the working group specific context.
3. Identify opportunities and challenges for AI Enablement at Brock, in the specific area of your own working group.
4. Develop a list of priorities that need addressing, with timelines in the specific area of your own working group.
5. Provide updates to the Task Force, as appropriate.
6. Develop recommendations, with the goal of completing a report by August 2027.
7. Identify university policies and procedures in your area that are affected by AI.
8. Identify what opportunities and challenges might exist if AI be leveraged by the university to influence recruitment and retention.

Deliverables

Goals of Working Groups	Deliverables
Identify urgent concerns for your working group	<ul style="list-style-type: none"> ○ Identify urgent concerns for your working group, bring these concerns to the Task Force.
Develop a shared understanding of the state of AI enablement in the working group specific context.	<ul style="list-style-type: none"> ○ Define AI readiness, from the lens of your working group ○ Identify relevant stakeholders on campus for your specific working group ○ Consult stakeholders on the opportunities and challenges with AI Enablement on campus

Identify opportunities and challenges for AI Enablement at Brock, in the specific area of your own working group.	<ul style="list-style-type: none"> ○ Conduct an environmental scan (e.g. review documentation, literature, work/reports from other universities, relevant external policies, reviews) on AI Enablement, in the specific topic of your working group.
Develop a list of priorities that need addressing, with timelines in the specific area of your own working group.	<ul style="list-style-type: none"> ○ Based on the environmental scan and stakeholder consultations, develop a list of priorities.
Provide updates to the Task Force, as appropriate.	<ul style="list-style-type: none"> ○ The Task Force will help coordinate and support working group activities and help identify any cross-working group dependencies.
Develop recommendations, with the goal completing a report by August 2027.	<ul style="list-style-type: none"> ○ Complete a report on Working Group activities and outcomes, and include a list of recommendations
Identify university policies and procedures in your area that are affected by AI	<ul style="list-style-type: none"> ○ What policies and procedures do you normally interact with? How might AI affect these policies and procedures. ○ How does AI literacy, safety, ethics, and privacy influence how your working group might engage with AI?
What opportunities and challenges might exist if AI be leveraged by the university to influence recruitment and retention.	<ul style="list-style-type: none"> ○ What are bold and innovative ways in which Brock can leverage, promote, use, research, teach, learn about, or talk about AI on campus? ○ Evaluate these suggestions (SWOT analysis) ○ Consider any legal issues and consult with legal counsel as appropriate.

Scope of Work & Key Responsibilities:

- We anticipate cross-group dependencies. The Task Force can help coordinate collaboration to ensure work is not duplicated.

Membership & Composition:

Task Force members will help identify membership for the Working Groups. Before formally identifying members, there needs to be consultation, as appropriate, that might vary by working group.

Meeting Procedures

The Working Groups shall meet monthly, or at the discretion of the chair.