# *Guidelines for the Use of AI in AGB Work*

When utilizing AI technology and tools, the Association of Governing Boards of Universities and Colleges (AGB) staff, consultants, fellows, advisors, or anyone producing work for AGB should adhere to the following guidelines:

## UNDERSTAND THESE RISKS

1. **AI Limitations:** Recognize that AI tools can make mistakes, provide inaccurate information, and even make things up. All uses of AI require human oversight, decision-making, and final approval following internal SOPs.
2. **Ethics and Fairness:** Be aware that AI is trained on human data and can incorporate human biases.
3. **AI and Intellectual Property:** When you feed content into certain AI generators, that content may become publicly available. Once you enter content, it is no longer under our control. For example, some paid and free versions of OpenAI's ChatGPT are trained on user inputs. AGB IP entered into these tools may become part of the public knowledge base.

## FOLLOW THESE LEADING PRACTICES

1. **Privacy and Data Protection:** AGB is a steward of privileged member data and original thought leadership. Don't include any AGB IP or member data without being sure of how it is used, stored, and protected. No AGB research data should go into any AI tool.
2. **Transparency:** Communicate how you're using AI to your colleagues, including staff, consultants, and others.
3. **Data Quality:** AI is only as good as the data it's trained on, so ensure you have high-quality, relevant data. Don't rely on AI to provide specific details – when in doubt, look it up.
4. **Staff Education and Practice:** Be courageous in AI use. Try out AI tools when you can. Learn what works and what doesn't. Experiment (while adhering to privacy, transparency, and ethics guidelines).
5. **Vendor Selection:** When selecting AI vendors, consider privacy and data protection, factors like cost, support, customization capabilities, and the vendor's reputation and track record.
6. **Ongoing Monitoring and Evaluation:** Regularly assess the performance of AI tools and adjust as necessary. Consider whether the AI tool is appropriate given the scope and duration of the project or task and whether a staff member is better suited for the work.

**BE AWARE OF THESE POTENTIAL PITFALLS**

1. **Over-Reliance on AI:** While AI can be a powerful tool, it's not a substitute for human judgment and oversight.
2. **Biased Outcomes:** If the data used to train AI systems is biased, the outcomes may also be biased.
3. **Security Risks:** As with any digital technology, AI tools can be vulnerable to cyber attacks; so, robust security measures are essential.
4. **Legal and Regulatory Compliance:** Failing to comply with data protection laws can lead to hefty fines and reputational damage.
5. **Resource Drain:** Implementing AI tools requires significant resources, including staff time and financial investment. Be sure you can commit to these needs before diving in.