

Link to Resources: <https://workshop.uada.edu>

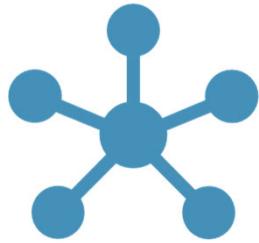
GENERATIVE AI GUIDANCE AND POLICY WORKSHOP FOR EXTENSION

How many of you have an AI guidance or policy tailored to Extension?

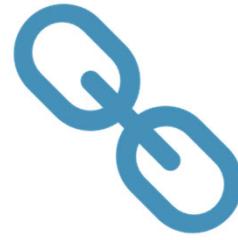
Because of the increasing integration of artificial intelligence (AI) technologies in Extension programs and services, there is a pressing need to establish guidance and policy frameworks to ensure responsible and ethical AI adoption.

To address this need, we wanted to offer this workshop that aims to:

- Bring together Cooperative Extension professionals from other institutions to discuss the opportunities and challenges of AI integration in Extension programs and services.
- Provide a platform for sharing best practices, case studies, and lessons learned in implementing AI technologies to enhance Extension efforts.
- Explore ethical considerations, regulatory requirements, and policy frameworks relevant to AI use in Cooperative Extension.
- Foster collaboration and partnerships among Cooperative Extension professionals, researchers, and technology providers to develop responsible AI strategies and policies.



Policies



Guidance

DIFFERENCES

Difference between a policy and a guidance

Policies are formal and mandatory directives that govern actions within an organization.

Guidelines are more informal and offer advice on how to achieve policy objectives.

- Purpose/Objective
- Scope
- Authority/Responsibility *
- Definitions
- Procedures (Guidance)



- Exceptions *
- Accountability/Enforcement *
- Reference Documents
- Review/Revisions

POLICY ELEMENTS

Policy Elements (9):

- Purpose/objective
 - Clearly state the reason for the policy and what it aims to achieve.
- Scope
 - Define the boundaries and limitations of the policy, including who or what it applies to and under what circumstances.
- Authority/Responsibility
 - Specify who is responsible for enforcing the policy and who is accountable for compliance.
- Definitions
 - Clarify any terms or concepts used in the policy to avoid ambiguity.
- Procedures (Guidance)
 - Detail the steps to be followed to comply with the policy, including any required documentation or approvals.
- Exceptions
 - Outline any circumstances under which the policy may be waived, or

exceptions may be granted, along with the process for requesting and approving exceptions.

- Accountability/enforcement
 - Specify who is responsible for enforcing the policy and who is accountable for compliance.
- Reference documents
 - Provide links or citations to relevant laws, regulations, standards, or other policies that inform or support the policy.
- Review/revisions
 - Establish a process for regularly reviewing and updating the policy to ensure its effectiveness and relevance.

- Purpose/Objective
- Scope
- Definitions
- Procedures (Guidance)
- Reference Documents
- Review/Revisions



GUIDANCE ELEMENTS

Guidance Elements (6):

Building off the policy elements, our guidance should focus on the following 6:

- Purpose/objective
 - Clearly state the reason for the policy and what it aims to achieve.
- Scope
 - Define the boundaries and limitations of the policy, including who or what it applies to and under what circumstances.
- Definitions
 - Clarify any terms or concepts used in the policy to avoid ambiguity.
- Procedures (Guidance)
 - Detail the steps to be followed to comply with the policy, including any required documentation or approvals.
- Reference documents
 - Provide links or citations to relevant laws, regulations, standards, or other policies that inform or support the policy.
- Review/revisions

- Establish a process for regularly reviewing and updating the policy to ensure its effectiveness and relevance.

- Purpose/Objective
- Scope
- Procedures (Guidance)



GUIDANCE FOCUS

To save time for this workshop, we would like everyone to gather into groups and focus on these 3 elements:

- Purpose/objective
- Scope
- Procedures/Guidance

Divide into 6 groups with an average of 5 per group. Each group has access to a template with sample data in a group folder in the location of the resources provided. Each group will spend 10 minutes on each focus element

doing quick brainstorming and writing down ideas, and bullet points. We will refine it later in follow-up sessions.

- Purpose/objective – 10 minutes
- Scope – 10 minutes
- Procedure/Guidance – 10 minutes
- Discussion – 10 minutes

QR code to sign up for the continuing AI Guidance working group.



WORKGROUP



FEEDBACK

Link to Resources: <https://workshop.uada.edu>

Workgroup QR code – workshop resources

Feedback QR code – session feedback