



**Australasian Artificial Intelligence in Engineering Education Centre**  
**A Special Interest Group (SIG) of AAEE**  
**Terms of Reference**

## 1. Overview

- The group is dedicated to supporting Australasian Association of Engineering Education (AAEE) members in transitioning to the use of generative artificial intelligence (genAI) in engineering education. Our goal is to facilitate the research, development, and application of AI in the field and create a network of professionals and institutions to drive innovation.

## 2. Aims

*The SIG aims to engage the community in the following ways:*

- **Curriculum Development:** Designing AI-focused modules or courses within engineering programs to ensure students are well-versed in AI principles relevant to their field.
- **Research Collaboration:** Facilitating collaborative research efforts among educators to explore innovative AI applications in engineering education.
- **Knowledge Exchange Hub:** Creating a platform for sharing best practices, teaching methodologies, and resources for integrating AI into engineering curricula.
- **Professional Development (Empowering Educators):** Organizing workshops, seminars, and training sessions to enhance educators' AI knowledge and teaching skills.
- **Student-centric Exploration:** Engaging students in captivating AI-related projects and learning experiences, sparking curiosity and practical application.
- **Ethical Implications:** Addressing ethical considerations and societal impacts of AI within engineering education, promoting responsible AI development and use.
- **Diversity and Inclusion:** Fostering diversity and inclusion within AI in engineering education, ensuring equitable access to resources and opportunities.
- **Evaluation and Assessment:** Developing assessment frameworks to measure the effectiveness of AI integration in engineering education and refining teaching methodologies based on outcomes.

## 2. Membership

- **Eligibility:**
  - Voting Members: Any member of the Australasian Association of Engineering Education is eligible to join. To register, AAEE members can sign-up at <https://www.aaieec.org/membership>. Validation of AAEE membership will occur by providing an AAEE member number.

- Non-voting Members: We welcome anyone with an interest in genAI and engineering education to join our community. Whether you are a researcher, educator, student, or industry professional, there are many ways to get involved and contribute to our mission. To register, non-voting members can sign-up at <https://www.aaieec.org/membership>. Non-voting members can leave the AAEE member number field blank.
- **Roles and Responsibilities:**

The SIG is coordinated by an Executive Committee:

  - Past President: Shall provide advice to the President and Executive Committee
  - President: Shall ensure that the SiG operates in accordance with its objectives and governance responsibilities to AAEE, as well as calling and chairing meetings, and representing the SiG on the AAEE Executive Committee.
  - Secretary: Support the President in the smooth running of SiG operations, including by organising meeting agenda and reports, keeping minutes and communicating with the membership. The secretary shall also keep a list of voting and non-voting members.
  - Committee: 5 general committee positions
- **Member Obligations:** There are no obligations for members, but they will be invited to collaborate, share resources and knowledge, and participate in SIG research projects and other events.

### 3. Governance

- **Leadership Structure:** Committee members serve two-year terms. Half the members serve a three-year term for the first term of office to ensure continuity across elections.
- **Decision-Making Process:** Decisions are made by a majority of the Executive Committee, with ties broken by the chair of the meeting (President). Apart from acting as a Tiebreaker, the President will not vote.

### 4. Meetings

- **Frequency:** Executive Committee meetings are held two weeks in advance of each AAEE Executive Meeting (approximately every two months). Ad hoc meetings may be called by the Executive at other times. An Annual General Meeting will be held face-to-face at each AAEE conference, annually in December. The Executive Committee is elected by the voting members present at the AGM.
- **Format:** Meetings are online, typically on Teams but sometimes other platforms. The AGM is held in-person at the AAEE Annual Conference.
- **Agenda and Minutes:** A call for Agenda items shall be distributed by the Secretary 1 week prior to scheduled meetings. Minutes will be collected and distributed to members.

- **Quorum:** A quorum for meetings shall be half the Executive Committee membership plus one.

## 5. Reporting and Accountability

- **Reporting Requirements:** The President of the SIG (or their nominee) will provide a report at each Australasian Association of Engineering Education (AAEE) Executive Committee Meeting.
- **Performance Evaluation:** At the start of the year, the SIG committee will create a plan for the year. The progress of the plan will be communicated at the SIG AGM to be held at the AAEE Annual Conference.

## 6. Communication

- **Communication Channels:** General communication of topics of interest will occur via the SIGs LinkedIn Page. Formal documentation and news will be presented on the SIGs website. A newsletter will be distributed to members that explicitly sign up.
- **Information Sharing:** Public facing documents will be shared via the SIG website. Committee documentation will be shared via the committee Microsoft Teams site.

## 7. Amendment of Terms

- These Terms of Reference can be amended by a majority vote of the Executive Committee.

## 8. Approval and Review

- **Approval:** The AAEE Executive Committee approves any changes to these Terms of Reference.
- **Review Schedule:** In the last meeting before any AAEE Conference, the Executive Committee will review the ToR and take any proposed changes to the SIG AGM held at the AAEE Conference.

# Document and Approval History

V1.0 07 February 2024 Submitted to AAEE Executive Committee

Approval Received 16 February 2024