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August 14, 2023

I hope this letter finds you in good health and high spirits. I am writing to formally announce the recent changes to the AI Council's operations, in response to the recent request from the UC Regents for a comprehensive briefing at the September Regents Meeting on the AI Council's efforts to-date. The Regents have displayed a profound interest in receiving a thorough briefing on AI and the AI Council's work. Moreover, in light of the recent appointment of Alex Bui as Co-Chair for the Council, we find it opportune to recommend the following structural changes to the Council's operations.

Subcommittee Structures

The subcommittee structure will now include three distinct subcommittees, each with specific responsibilities related to our AI initiatives. We believe that appointing two co-chairs for each subcommittee will greatly benefit the Council by creating enhanced efficiencies, avoid scheduling conflicts, and ensure long-term continuity. With these benefits in mind, the three subcommittees and their respective co-chairs are as follows:

Subcommittee on Training and Awareness

Co-Chairs: Jennifer Lofthus, General Compliance Manager, Ethics, Compliance and Audit Services (ECAS)
Van Williams, Chief Information Officer and Vice President for IT, UCOP

Subcommittee on Transparency

Co-Chairs: Hillary Kalay, Principal Counsel for Health Affairs, Technology, and Research, UC Legal
Kent Wada, Chief Privacy Officer, UCLA

Subcommittee on Third Party Risks

Co-Chairs: Matt Hicks, Systemwide Deputy Audit Officer, ECAS
Justin Sullivan, Chief Procurement Officer, UCSF

We are asking each of the committees to develop a charter, detailing specific, actionable goals that can be achieved in FY 23-24.

We believe these structural changes will significantly enhance the Council's effectiveness and streamline our efforts to meet the UC Regents' expectations.

Creation of Special Advisor Role

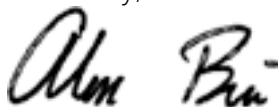
To support the AI Council, we have asked Shanda Hunt, the Systemwide Associate Director of Compliance at ECAS, to act as an advisor to the Co-Chairs. She will play a crucial role in driving deadlines within the subcommittees, scheduling meetings, developing minutes, and agendas, as well as providing independent progress reports during subcommittee meetings.

As we move towards achieving these objectives, it is important that all members of the AI Council are fully committed and engaged in the process. If any members feel that they are unable to fulfill their role or have reservations about their participation, we kindly invite them to communicate their decision to either Co-Chair.

Andrew Jan will be in touch shortly to schedule the bi-monthly full AI Council virtual meetings and monthly subcommittee meetings.

Thank you for your continued dedication to the AI Council and your commitment to advancing responsible AI practices within the UC system. Your leadership and expertise have been invaluable in driving our progress thus far.

Sincerely,



Co-Chair
Alex Bui, PhD
Professor, Departments of Radiological Sciences, Bioengineering &
Bioinformatics
David Geffen Chair in Informatics
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Co-Chair
Alexander A. Bustamante
Senior Vice President
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