

Meta-Prompts for Drafting AI Governance

Use AI to help you write comprehensive prompts that produce better output.

Why use meta-prompts?

- AI knows what prompts work best on itself
- Saves you time from writing complicated prompts
- Helps you learn how to get the results you want

1. Gather relevant context about your institution

- Resources from this and/or other AI workshops (slides, narratives, your notes, etc.)
- Existing policies
- Regulations that apply to your institution
- Strategic plan, mission, etc.
- Relevant website content
- Existing and planned AI initiatives
- Existing AI struggles
- Etc.

2. Write a concise meta-prompt asking AI to generate a comprehensive prompt

Example: *Review the attached information about my institution and write an AI prompt that can be used to...*

- *interview me to gather additional relevant context helpful for developing AI governance.*
- *ask me 5 clarifying questions about my institution's existing AI governance.*
- *identify strategic gaps in my institution's existing AI governance.*
- *critique my institution's existing AI governance.*
- *debate me on best practices for training my staff on AI.*
- *draft an AI usage policy for my institution.*
- *walk me step by step through building an AI tool inventory.*

Optionally include additional instructions or constraints:

- *Limit the output to x words*
- *Use a casual tone in the output*
- *Format the output as a bulleted list*

3. Optional: Ask AI to critique the generated prompt and suggest enhancements

Example: *Critically evaluate the attached AI prompt that's intended to draft an AI usage policy for my institution. Suggest changes or additions that will...*

4. Run the final generated prompt (with any relevant attachments/links)

Evaluate the output. Optionally, ask AI to also evaluate the output.

Define your list of refinements

5. Prompt AI to make your refinements to the generated output.

Remember to include this new AI governance documentation as additional context in future prompts.