

Policy #4330

Generative Artificial Intelligence Instructional Policy

Purpose

Chemeketa Community College recognizes the relevancy of applications driven by generative artificial intelligence (GenAI) for curricular and instructional purposes. Students will be expected to understand and use these applications effectively, critically, and ethically throughout their educational and professional careers. Thus, it will be crucial for faculty to responsibly incorporate such tools into the curriculum while also becoming proficient in their use. Further, these content-generating tools may offer opportunities to streamline work functions and increase efficiency. However, the College must balance the potential benefits of these tools with the associated risks.

This policy is intended to assist faculty and staff in understanding the acceptable use of GenAI in order to protect confidential or sensitive information, academic integrity, intellectual property rights, and our commitment to equity. It ensures that GenAI technologies are utilized in a manner that aligns with our institution's values, safeguards the well-being of our students, faculty, and staff, and enriches the teaching and learning experience.

Scope

This policy applies to the use of any third-party or publicly available GenAI tools or similar applications that mimic human intelligence to generate answers, work products, or perform certain tasks. It is important to understand that many GenAI tools produce "hallucinations," fabricated answers, or incorrect information, and therefore responses must always be carefully verified. Responses may also reflect biases, given the presence of bias within the training data used to develop the applications. Finally, information inputted into the system's knowledge base can be used as material that is returned in subsequent queries, thus any confidential, sensitive, or copyrighted information inputted can be disclosed to other users. Regular ethical reviews may be advised regarding the use of GenAI.

Following are examples of prohibited conduct when using GenAI by faculty and instructional staff:

- Wholly replacing instructor judgment when evaluating student performance on high-stakes assessments that largely determine course grades
- Wholly replacing instructor presence (interactions, explanations, feedback) in online components of courses offered via distance education modalities
- Unauthorized uploading or inputting any confidential, personally identifiable, or Chemeketa-specific information; examples include non-public Chemeketa information, protected health information, personnel material, employee or student names and personal information, information from confidential documents, or other similar information
- Uploading the intellectual property of others without permission
- Misrepresenting work substantially created by a GenAI tool as one's own original work without citation

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(continued)

Following are examples of allowable conduct when using GenAI by faculty and instructional staff:

- Developing or refining course activities, assignments, assessments, and written communications
- Incorporating and demonstrating applications appropriate to the discipline or subject matter
- Uploading or inputting public information, general work-related queries, or data not otherwise considered sensitive or confidential
- Including citations documenting how one's work product was developed with the assistance of GenAI tools
- Using authorized tools adopted by the college

The college may provide sanctioned and protected versions of GenAI in which exceptions to policy may be made. This policy will undergo periodic review to accommodate advancements in GenAI technology and address any emerging, ethical, or technological concerns.

Violations of this policy may result in disciplinary action, up to and including termination, and could result in legal action.

July 17, 2024

Adopted College Board of Education

Revised College Board of Education