



AP 3716 Artificial Intelligence

References

BP 3716

John McCain National Defense Authorization Act 2019

In accordance with Board Policy, Rogue Community College (RCC) is committed to the responsible, ethical, and innovative use of artificial intelligence (including synthetic intelligence) technologies in a manner that advances its mission and in accordance with the regulatory framework governing such use. This administrative procedure establishes definitions, guiding principles, roles and responsibilities, and oversight frameworks that guide the use of artificial intelligence technologies across the College.

Definitions

- Artificial Intelligence (AI): Systems or tools or techniques that simulate human intelligence to perform tasks such as writing, analyzing data, decision-making, and language processing. More detailed definitional elements, as relied upon by the United States Federal Government, are found in Section 238(g) of the John McCain National Defense Authorization Act of 2019 referenced above.
- Generative AI: A subset of AI capable of producing original content (e.g., essays, images, code).
- Machine Learning AI: A subset of AI focused on algorithms that can “learn” the patterns of training data and, subsequently, make accurate *inferences* about new data.
- Responsible Use: The ethical, transparent, and fair use of AI in alignment with RCC’s commitments to academic integrity, privacy, equal access, and human-centered decision-making. Responsible use includes awareness of potential algorithmic bias, ensuring human oversight, and documenting best practices.

Scope

This procedure applies to all members of the RCC community, including faculty, staff, students, contractors, and third-party service providers engaged in college-related activities or data systems.

Guiding Principles

- **Transparency:** RCC promotes full disclosure when AI tools are used in academic or operational work. Users must clearly disclose when AI tools are used in academic, administrative, or operational work.
- **Academic Integrity:** AI may not be used to deceive, plagiarize, fabricate, or misrepresent one's own or another person's academic work. Students must comply with instructor-specific guidelines regarding acceptable AI use
- **Equal Opportunity and Access:** RCC supports equitable access to AI tools, resources, and training to promote AI literacy among students, faculty, and staff.
- **Privacy, Security and Data Protection:** After the adoption of this Administrative Procedure, any new AI tools that manage personally identifiable information (PII) must be vetted by RCC IT. Vendors of existing software will be asked to provide disclosures on AI use within their tools. Use of any third-party AI tools should comply with FERPA, HIPAA, and institutional data policies. The approval of tools and platforms for instructional purposes will be the conducted through guidelines developed jointly by academic affairs and IT; the approval of tools and platforms for non-instructional purposes will be the conducted through guidelines developed by IT.
- **Human Oversight:** AI shall be used to assist and enhance human decision-making, not replace it. Critical decisions affecting students, employees, or institutional operations must always involve human review.
- **Prohibited Uses:** AI technology cannot be used to engage in any unlawful activities. The use of such technology to impersonate other individuals, misappropriate or misrepresent someone else's work or intellectual property, or access or store privileged information without appropriate authorization is prohibited.

Roles and Responsibilities

Faculty

- Clearly communicate course-specific AI guidelines in syllabi, course material, and any other relevant ancillary content.
- Foster critical thinking about AI's capabilities and limitations.
- Model ethical AI use in teaching and scholarship.

Students

- Follow instructor guidelines on acceptable AI use for coursework
- Seek clarification on acceptable AI use in each class.

- Acknowledge all AI assistance when submitting assignments.
- Use AI as a support tool, not a substitute for learning.

Administrative Staff

- Use AI tools to enhance productivity, not to replace human decision-making.
- Obtain supervisor approval and, if necessary, IT sign-off, for deploying new AI applications in administrative processes.
- Participate in regular AI training and data security workshops.

Monitoring and Policy Review

A standing committee with cross-departmental representation will monitor the implementation of this administrative procedure. The Executive Team shall charter this committee and ensure appropriate representation of relevant stakeholder groups. The committee shall meet at least twice a year and recommend any necessary revisions of policy and procedure, establish further guidelines and best practices for AI usage, highlight available resources and training for the college community, and provide recommendations to the Executive Team on incorporating appropriate corrective coaching which addresses violations of AI policies and procedures by students and employees. The standing committee will make its observations and recommendations available to the College community once a year as part of a published report.

Rescinds Procedure Number: None

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