



AP 3775 Artificial Intelligence

References:

Approved: XXXX 2025

Last Revised:

Last Reviewed:

Purpose and Scope

This administrative procedure provides shared definitions as well as District responsibilities and shared principles regarding the use of artificial intelligence (AI) technology at Butte College. It provides a framework for thoughtful exploration, ethical and responsible use, and collaborative engagement with AI across all functional groups, ensuring the institution remains adaptable and responsive to the opportunities and challenges that AI presents. This procedure is intended to operate in conjunction with AP 3050 Code of Ethics, AP 4030 Academic Freedom, AP 5521 Academic Integrity, as well as all regulations related to information security and acceptable use requirements, accessibility, records retention, and procurement and contracting procedures.

Philosophy

Rapid advances in AI represent an exciting new chapter in technology, offering transformative possibilities in education and the broader world. At Butte College, we view this as an opportunity to explore and innovate, empowering students and staff to engage with AI in meaningful ways. As stewards of an equitable and inclusive educational environment, we commit to fostering a culture of curiosity and exploration while centering personal accountability of district staff ensuring we remain vigilant in addressing challenges and safeguarding our community. Nothing in this procedure should be read as an endorsement of, or mandate for, the use of AI.

Definitions

This section contains definitions for non-standard terms used in reference to artificial intelligence and related tools.

- **HUMANS Principles:** A framework for ethical and responsible use of artificial intelligence within the California Community Colleges, emphasizing:
 - **Human-Centered Approach:** Ensure humans can opt out and remain in control of AI-driven outcomes.
 - **Universal Support:** Provide equitable access, tools, and training that minimize bias.
 - **Managed Privacy Controls:** Protect individual data rights and ensure transparency in data use.

- Algorithmic Discrimination Protections: Prevent and monitor bias or inequitable impacts from AI systems.
- Notice and Explanation: Inform users when AI is used and explain its influence on outcomes.
- Safety and Security: Safeguard users from unsafe, ineffective, or untested AI systems.
- Artificial Intelligence (AI): Machine-based systems that simulate cognitive functions such as learning, decision making, and problem solving to perform tasks or generate outputs.
- Large Language Models (LLMs): AI systems trained on extensive text data to understand and generate human-like language, used for tasks such as summarizing, translating, and content creation.
- Generative Pretrained Transformer (GPT): GPTs are a type of LLM that uses the Transformer architecture and extensive pretraining on large text corpora to generate human-like text.
- Generative AI (GenAI): AI systems capable of creating “original” content, such as text, images, music, or computer language, based on input data or prompts.
- AI Agents: Autonomous or semi-autonomous AI systems capable of performing tasks with limited or no human oversight.
- Digital Twin: A virtual representation of a person, process, or system that mirrors real-world characteristics or behaviors using data or simulation.
- AI-Generated Voice and Video Content: Audio or visual media produced or altered by artificial intelligence to imitate or synthesize human speech, likeness, or actions, including deepfakes, synthetic voices, and avatar-based representations.

District Responsibilities

In support of the responsible use of artificial intelligence at Butte College, the District will:

1. Embrace the spirit of exploration, enabling students and staff to engage with AI as a tool to enhance human creativity, problem solving, and innovation while maintaining a commitment to equity, personal accountability and the Butte College Code of Ethics (AP 3050).
2. Facilitate the creation of implementation and testing protocols for district software that incorporates GenAI or the use of AI agents to ensure data privacy and security for students and employees.
3. Implement safeguards to reduce bias, misinformation, and potential threats to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) protections and human resources related privacy concerns centered around a robust and AI-informed data governance framework.
4. Facilitate dialogue and shared understanding to ensure AI-based practices are consistent the HUMANS principles and aligned with institutional goals.
5. Collaborate with local businesses and industry leaders to ensure that curriculum remains current with the needs of evolving job markets.
6. Model responsible and transparent AI integration in its own district operations to demonstrate how to balance innovation with data stewardship responsibility and accountability in decision making.

7. Prioritize the use of AI to advance iterative improvements in accessibility and support for diverse learning needs.
8. Support the integration of AI into innovative educational practices that enhance engagement and understanding while maintaining our commitment to AP 4030 Academic Freedom.
9. Support syllabus policies and instructor-based practices that include a broad span of pedagogical choices of individual instructors ranging from prohibited use of GenAI to encouraged use coupled with clear privacy guidance and integrity expectations.
10. Support and maintain policies that center district employees as responsible parties of work product, independent of the mode of generation.
11. Provide comprehensive training programs to equip faculty and staff with the most up-to-date knowledge and skills to navigate AI critically and responsibly. These programs will address AI ethics, data privacy, copyright and intellectual property issues, bias recognition, district policies regarding academic integrity, and strategies for the critical evaluation of AI-generated content.
12. Maintain the district's commitments to environmental sustainability with regular audits of the impacts of institutional AI use and provide clear plans to responsibly offset impacts to subsequent increases in our carbon footprint.
13. Regularly review and update its procedures to ensure the institution remains responsive to emerging opportunities and challenges.
14. Support the creation of policies that define authorized and unauthorized use of digital twins and AI-generated or augmented voice/video content including disclosure requirements for authorized use.
15. Support ensuring the ethical student use of AI in the learning environment through yearly audits of AP 5521 Academic Integrity.
16. Develop and maintain a list of approved AI-based tools to include in this procedure.