

Policy #2215

Generative Artificial Intelligence Administrative Policy

Purpose

Chemeketa Community College recognizes the availability and usefulness of applications driven by generative artificial intelligence (GenAI). While these content-generating tools may offer opportunities to streamline work functions and increase efficiency, they come with serious security, accuracy, and intellectual property risks. This policy is intended to assist employees with understanding acceptable use of GenAI in order to protect confidential or sensitive information, intellectual property, workplace culture, and our commitment to diversity, equity, and inclusion. It ensures that GenAI technologies are utilized in a manner that aligns with our institution's values and safeguards the well-being of our students, faculty, and staff.

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. Further, 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 college employees and volunteers:

- Making employment decisions about applicants or employees including hiring, retention, promotions, performance, discipline, or termination
- 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
- Misrepresenting work generated by a GenAI tool as your own original work

Following are examples of allowable conduct when using GenAI by college employees and volunteers:

- Developing or refining position descriptions, hiring announcements and/or interview questions
- Uploading or inputting public information, general work-related queries, or data not otherwise considered sensitive or confidential

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(continued)

- Including citations documenting how your 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.

Instructional use of GenAI is addressed in policy 4330

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