![Grossmont-Cuyamaca Community College District logo]

Districtwide AI Policy & Resource Development Taskforce

A Call to Action

The rapid advancement of AI is transforming both education and the workforce, creating an urgent need for clear, thoughtful policies that prepare our students for an evolving job market while maintaining academic integrity and equity. As AI reshapes industries, our community college district must ensure that students develop the critical thinking and use skills needed to navigate and leverage these technologies responsibly and effectively. The World Economic Forum's Future of Jobs Report 2025 projects that 92 million jobs could be eliminated or require employee upskilling because of AI. Our students, if they are to become effective citizens, need us to prepare them for an AI assisted future. This effort aligns with the **California Community College system-wide call to action on AI,** which emphasizes the need for proactive, ethical, and inclusive AI integration across teaching, learning, and institutional operations.

As it pertains to matters of teaching and learning, a *faculty-led, collaborative approach* is essential to developing policies that both leverage existing knowledge and imagine new pedagogical best practices while addressing concerns around academic honesty, fair use, and access.

At the same time, a *student-centered focus on institutional leveraging of AI technologies* must include attention to a wide variety of technical and ethical considerations such as privacy, security, procurement, support, and appropriate AI use for employees and administrative departments. This will ensure that institutional policies protect student and employee rights and promote responsible workplace innovation. By working together across disciplines, functions, colleges, and stakeholder groups, we can create a framework that both responds to the realities of AI in education and empowers students and employees alike for success in a rapidly changing workforce.

AI Taskforce Charge

The District-wide, AI taskforce will work with constituent groups and their representatives, as well as with relevant experts in our district to review existing policies and best practices at higher educational institutions both regionally and nationally; draft AI related policies, guidelines, and provide resources for the Grossmont Cuyamaca Community College District and its students, faculty, and staff; facilitate the process of gathering and incorporating constituent group feedback; and guide final recommendations through the appropriate governance approval processes (outlined below).

Key Areas of Focus
The policies should provide clear guidance on AI usage while ensuring fair access, reliable security, reasonable privacy, and academic integrity. Core policy areas to address:

- **Academic Integrity & AI Use**
  - Guidelines for appropriate AI use in teaching and learning.
  - Academic honesty policies concerning AI-generated content.
- **Fair Use & Accessibility**
  - How employees can appropriately and legally use AI.
  - Ensuring AI tools do not disadvantage those with disabilities.
  - Addressing potential biases in AI tools.
  - Exploring AI tools for potential adoption
- **Privacy & Data Security**
  - Handling of student and employee data when using AI.
  - Compliance with FERPA and state regulations.
  - Third-party AI tool procurement policies.
- **High Impact Practices: Faculty & Staff Professional Development**
  - Guidelines and Support materials for AI use in culturally responsive teaching and learning.
  - Support for effective use of AI tools by employees in college operations.
  - Training opportunities for effective AI integration.
- **AI in Administrative & Support Services**
  - AI's role in student support services (such as tutoring, advising, etc).
  - Use of AI administrative services (such as HR, procurement, etc.)

Membership
Colleges:
Co-Chairs: Dean, Learning and Technology Resources (2 – 1GC & 1CC)
Online Education Coordinator (2 - 1GC & 1CC)
Instructional Design Technology Specialist (2 - 1GC & 1CC)
Academic Senate President or designee (2 - 1GC & 1CC)
Classified Senate President or designee (2 - 1GC & 1CC)
Associated Students President or designee (2 - 1GC & 1CC)
Academic Senate Representative (2 - 1GC & 1CC)
Classified Senate Representative (2 - 1GC & 1CC)
Dean, Student Success and Equity (2 – 1GC & 1CC)
ASGC Representative (2 – 1GC & ICC)

IT Director/Supervisor (*as needed*) (2 - 1GC & 1CC)
VPAA/VPI (*as needed*) (2 - 1GC & 1CC)
VPSS (*as needed*) (2 - 1GC & 1CC)
VPAS (*as needed*) (2 - 1GC & 1CC)
Dean, Student Affairs (*as needed*) (2 – 1GC & 1CC)
Professional Development Coordinators (*as needed*) (2 - 1GC & 1CC)

District:
District Lead: Associate Vice Chancellor, Technology
Associate Vice Chancellor, Educational Support Services

District IT Representative (*as needed*)
Senior Director, Purchasing and Contracts (*as needed*)
Vice Chancellor, Human Resources (*as needed*)
Director of Human Resources (*as needed*)
Associate Vice Chancellor of Risk Management (*as needed*)

Tentative AI Policy & Resource Development Timeline

Phase	Focus Areas	Key Tasks	Timeframe
Preparation	Communication	Consultation with Leadership on Process	April 2025
Preparation	Formation	Constituent Group Call Outs and Taskforce Seating	May 2025
Preparation	Resource Development	Collection of Taskforce Materials and Creation of Canvas Shell	June-July 2025
Phase 1: Formation & Initial Research	Taskforce Formation, Benchmarking	Establish taskforce, review existing AI policies, research best practices, set guiding principles	Aug-Oct 2025
Phase 2: Institutional AI Statement & Equity Framework	Philosophical & Equity Commitments	Develop a districtwide, general AI philosophy statement with an equity lens; ensure all future policies align with DEI commitments Provide Constituent Updates/Solicit Feedback Revise based on feedback	Nov-Jan 2025-26
Phase 3: Academic Integrity, Fair Use, Syllabus Templates	First Policy & Resource Development	Draft guidelines for student and faculty AI use, academic honesty, and accessibility; develop syllabus language and initial faculty/student guidance Provide Constituent Updates/Solicit Feedback refine based on feedback; Vote on Approval (Academic Senates)	Feb-May 2026

Phase	Focus Areas	Key Tasks	Timeframe
Phase 4a: Privacy, Security & Data Governance	Institutional AI Safety Policies	Develop policies for student/employee data protection, third-party AI tools procurement, compliance with FERPA/state regulations Provide Constituent Updates/Solicit Feedback Revise based on feedback	Aug-Dec 2026
Phase 4b: AI in Teaching & Learning	Pedagogical Approaches & Faculty Resources	Collect sample assignments, syllabus templates, best practices for AI-integrated instruction, Develop Campus/District resource depots Revise based on feedback	Aug-Dec 2026
Phase 4c: AI in Administrative & Support Services	Staff & Institutional AI Use	Develop AI guidelines for student services and administrative services Provide Constituent Updates/Solicit Feedback Revise based on feedback	Aug-Dec 2026
Phase 5: Final Revisions & Approvals	Governance & Approval Process	Submit final policy for Academic Senate, administration, and district leadership approvals	Jan-Apr 2027
Phase 6: Implementation & Long-Term Evaluation	Policy Rollout & Continuous Improvement	Develop and implement training for faculty/staff, develop evaluation framework for ongoing AI impact assessment.	May (and beyond) 2027

Governance Processes
For the purposes of the recommendations which come from this task force, there will be two primary pathways for governance processes.

1. For "Academic and Professional" matters in which the Academic Senates have a primary role by legislative mandate (AB 1725) and Governing Board Policy (BP 2510), Taskforce recommendations will be brought to the Academic Senates at both Colleges for a mutual vote of approval before moving forward to the TPPC. Included in this path with be expected recommendations regarding:
   a. Academic Integrity
   b. Fair Use (for students)
   c. Syllabus Language
   d. Faculty Professional Development

2. For recommendations which are a matter of general participatory governance, Taskforce recommendations will be guided through our broad, constituent-based governance. It will be brought to the Technology Policy and Planning Council (TPPC), which recommends to the District Executive Council, and then to the District Chancellor's office for potential adoption. Included in this path will be expected recommendations regarding:
   a. Data Privacy/Security Standards
   b. Procurement Standards
   c. Fair Use (for employees)
   d. Guidelines for Administrative Department use
   e. Classified/Administrator Professional Development

3. In the event of unforeseen recommendations, it is agreed that when they relate to any matters identified in the 10+1, they will be subject to the governance process outlined in #1 above.

4. Though the purpose of this taskforce is to develop governance-based policy, any policy recommendations which may impact working conditions are subject to consultation with relevant labor organizations.