

CCLC Update 45 (Fall 2024) - The Service created this procedure to identify suggested elements to include in an optional, locally-developed procedure on AI.

CCLC Update 46 (Spring 2025) - The Service updated this procedure to add a legal reference to the Government Code, which now defines artificial intelligence.

CCLC Update 47 (Fall 2025) - The Service updated this procedure to align with the AI governance priorities published in the Vision 2030: A Roadmap for California Community Colleges – July 2025 Edition published by the California Community Colleges Chancellor's Office.

AP 3775 Artificial Intelligence (AI)

Reference: Government Code Section 11546.45.5, subdivision (a)(1)
California Consumer Privacy Act (CCPA)
California Education Code Sections 76240–76246
California Confidentiality of Medical Information Act
California Assembly Bill 1008
Family Educational Rights and Privacy Act
Gramm-Leach-Bliley Act
HIPAA Security and Data Rules

Adoption Date

Purpose

This administrative procedure establishes specific guidelines, processes, and responsibilities for implementing the board policy on using Artificial Intelligence (AI) tools safely and ethically. These procedures are intended to help mitigate the bias inherent in AI platforms, increase the protection of sensitive information, and support intellectual property rights. These guidelines are designed to foster innovation while maintaining transparency, accountability, and responsible AI adoption that serves the best interests of students and employees.

1. Safeguarding Privacy and Data Security

1.1 Prohibited Data Types

Users must not enter sensitive or restricted data (refer to AP 3727) into public AI tools, including:

- Personally Identifiable Information (PII) as defined by the California Consumer Privacy Act (CCPA) and FERPA.
- Protected Health Information (PHI) governed by HIPAA.
- Financial information, proprietary business information, or confidential district data.

1.2 Secure Use of AI Tools

- Only District-approved AI tools (see AP 6330) with integrated security features shall be used for specific district or college operations where prohibited data types (see 1.1) are used.
- Public AI tools may only be used by an employee for non-sensitive and general-purpose activities. “Public” in this case is defined as widely accessible and typically free to the public.

1.3 Training and Awareness

- Employees will be required to complete annual training on data privacy and the risks associated with AI tools - see California Consumer Privacy Act (CCPA and AB 1008).
- Guidance on recognizing prohibited data types (see 1.1) and securely using AI tools will be disseminated through district- and college-approved materials.

2. Mitigating Misinformation

2.1 Verification of AI Outputs

- Users are responsible for cross-checking AI-generated outputs with credible and reliable sources before using them for:
 - Research, publications, or presentations
 - Official district or college communications or documentation
- AI outputs must not be presented as factual or authoritative without independent validation.

2.2 Acknowledgement of AI Use

- Students and employees are advised to acknowledge the use of AI tools in academic or professional settings.
- Faculty are advised to include AI use expectations and citation guidelines in course syllabi to ensure consistency in academic settings.

3. Addressing Bias in AI Output

3.1 Reviewing AI Content for Bias

- Users are advised to critically review AI-generated content to identify and address potential biases that may reinforce stereotypes or prejudices.
- Educational resources will be made available for reviewing and editing AI-generated content to promote accuracy, fairness, accessibility, and respectful representation.

3.2 Districtwide Collaboration

- College and District faculty, students, and employees will collaborate to create consistent guidelines and share best practices for ensuring that AI-generated content aligns with the district’s commitment to fairness and inclusivity.
- District- or college-wide implementation of AI guidelines and practices that impact academic and professional matters must include mutual agreement (see BP 2510) with faculty and participatory governance before deployment.

4. Upholding Copyright and Academic Integrity

4.1 Reviewing Copyright and Fair Use

- Educational resources will be provided containing effective practices in upholding copyright and academic integrity.
- Training resources will be provided with effective practices in upholding copyright and academic integrity.

4.2 Avoiding Plagiarism

- District plagiarism policies apply to AI-generated content.

4.3 Faculty Guidance

- Faculty have Academic Freedom when it comes to using or not using AI in the classroom.
- Faculty are advised to provide clear instructions to students regarding acceptable and unacceptable use of AI in coursework. This may include specifying when AI tool use is permissible and how the output should be cited.

4.4 Academic Freedom

- Faculty retain primary authority over curriculum and pedagogy, including decisions about AI use in their courses. This includes:
 - The right to opt out of AI tools without penalty
 - Protection from retaliation or refusing to use AI implementations
 - Authority to establish course-specific AI policies that may be more restrictive than district guidelines
 - The right to require non-AI assessment methods when they better serve pedagogical goals
 - District- or college-wide implementation of AI tools that impact academic and professional matters must include mutual agreement (see BP 2510) with faculty and participatory governance before deployment.
 - In compliance with Section 87359.2 of Education Code: (a) The instructor of record for a course of instruction shall be a person who meets the minimum qualifications to serve as a faculty member teaching credit instruction or a faculty member teaching noncredit instruction established pursuant to Section 87356 or the qualifications to serve as a faculty member established pursuant to Section 87359. (b) A community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, chief administrative officer, extended opportunity programs and services worker, disabled students programs and services worker, apprenticeship instructor, or supervisor of health shall be a person who meets the minimum qualifications to serve in that position established pursuant to Sections 87355 and 87356 or the qualifications to serve in that position established pursuant to Section 87359.

5. Compliance and Support

5.1 Promoting Compliance Through Education

- District Services will partner with the colleges and union representatives to provide educational resources, which may include training, workshops, videos, articles, materials, or other guidance that support employee understanding and implementation of this policy.
- Students and employees will be advised to learn about the ethical and responsible use of AI tools through educational resources, which may include workshops, webinars, videos, articles, or other accessible

materials.

5.2 Collaboration

- College administrators will oversee local implementation of AI-related practices and work to ensure alignment with district-wide policies.
- Regular meetings between college and district departments, including staff, faculty, union, and student representatives, will facilitate ongoing discussion, the sharing of challenges, and refinement of processes to promote compliance without creating unnecessary barriers.

5.3 Addressing Non-Compliance

- Noncompliance with this policy may be addressed through existing district policies, procedures, and applicable laws.
- In cases of unintentional non-compliance, the focus will be on education.
 - Employees will receive guidance or coaching to ensure future adherence.
 - Faculty and staff reserve the right to opt out of district purchased AI tools and applications without repercussions.
 - Students may be referred to academic student support services to understand the appropriate use of AI tools better.

5.4 Continuous Improvement

- Feedback and evaluation shall be used to enhance training and resources, clarify expectations, and improve policy and procedure implementation.
- A regular review process will occur through the existing operational structures and ensure that the policy and procedures remain responsive to advancements in AI technology and aligned with evolving district priorities. Input will be solicited from students, staff, faculty, including Academic Senate representatives, District and college departments, and union representatives, as part of this review process.