

AP 3730 - Generative Artificial Intelligence Administrative Procedure

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
- 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.

Procedure

Scope: The following guidelines were created to protect college administrative systems and data, and ensure best practices and ethical responsibilities of faculty and staff when using AI. This guide applies to college employees' application and usage of third-party or publicly available generative AI tools.

Procedure for the request of application of a third-party AI tool

Employees:

Step 1 – Submit a Consultation request to Information Technology

- In My Apps dashboard, choose Help Center
- Choose the Information Technology portal
- Choose IT consultation in Information Technology to request a consultation. List the application name and complete the information boxes. Submit the consultation request.

Step 2 – Consider the following to be ready for the consultation

- Details and Timing
- Stakeholders, impact, support, and accessibility
- Cost and if the AI tool is on a purchasing cooperative, state or federal contract
- Data and cybersecurity

Information Technology project manager/analyst:

Step 1 – Contacts the employee and schedules a consultation meeting time
 Step 2 – Interviews the stakeholder and completes the [IT Tech Gov Intake Form](#)
 Step 3 – Reviews the information and submits it for assessment to the InfoSec team, Tech Gov committee, or the AI Tech Gov subcommittee

InfoSec team:

- Review product and use case for security concerns. Give guidance on security, data usage, and privacy. If needed, outline mitigation strategies and recommendations to address concerns.

Tech Gov committee/AI Tech Gov subcommittee:

- Review use case, budget, tool selection, and data concerns for approval or clarification from the employee. If approved the GenAI tool and use case will be added to an approval list. The decision of the committee will be communicated to the employee regardless of approval status.

Communication of Policy**Associate Vice President of Human Resources:****Distribution of Policy –**

- Send once yearly email and/or newsletter article reminding employees of AI policies with a link to their location on the public website.
- Ensure new hires receive the policy during NEO and faculty orientation.

Policy updates –

- Policy updates will be sent to all employees via an all staff email or newsletter once a change to the policy is made.

Access Control and Tool Authorization

- Access to approved GenAI tools adopted by the college will be limited to authorized based upon job duties and use cases.
- The college reserves the right to monitor the use of GenAI tools.

Technology Governance (or its delegated subcommittee):

- Maintain a list of authorized GenAI tools and use cases that will be published in a location where employees can view it.
 - Review and update the list quarterly during fall, winter, and spring or as needed.

Employees: Submit requests through the college [Help Center website](#) with supervisor's approval.

Technology Governance (or its delegated subcommittee): Access will be reviewed and approved for new use cases.

Information Technology (IT) or Institutional Application Owner: Grants access to approved employees.

Data Handling and Security

Human Resources: Train employees on identifying and handling sensitive information.

Employee:

- Follow confidentiality protocols regarding the input of confidential, sensitive, copyrighted, or Chemeketa specific information into GenAI tools.
- Verify the accuracy of information generated by Gen I tools before using it in official documents, communications, or critical work products.
- Consult with the Business Services office when engaging in the [procurement process](#).

Documentation and Reporting

Employee: Document the use of GenAI tools in their work products, including citations. For examples and specific details refer to the guidelines.

Technology Governance (or its delegated subcommittee):

- Maintain records of approved GenAI tool usage for audit purposes.
- Collect feedback from employees on the effectiveness of the policy.
- Conduct annual reviews to make necessary adjustments based on feedback and technological advancements.

GenAI Ethics and Privacy

Employee:

- Follow all applicable laws, policies, procedures, and institutional guidelines regarding the use of data in a GenAI tool.
- Do not put student data into GenAI tools unless that tool and use case has been vetted and cleared for that use.
- Comply with college guidelines on data levels.

Technology Governance (or its delegated subcommittee):

- Schedule regular reviews of the GenAI policy to accommodate technological advancements and emerging ethical concerns.
- Update the policy and procedures as needed and communicate changes to all employees.
- Establish an ethics workgroup to conduct quarterly meetings to assess the ethical implications of GenAI applications.

Violations of Policy and Procedure

Employee:

- Report violations of GenAI policy and procedures to the employee's direct supervisor.
- Follow Data Breach Protocol depending on the data.
- Violations of the policy or procedures may mean the loss of access to GenAI tools and if warranted will follow disciplinary guidelines established through Human Resources and bargaining agreements.
- Report on student violations of GenAI misuse to the [Student Concern](#)

[Referral/Reporting Form](#) and email studentconcerns@chemeketa.edu.

October 30, 2025

*Adopted Technology Governance Artificial
Intelligence (AI) Subcommittee*

*Revised Technology Governance Artificial
Intelligence (AI) Subcommittee*