COLLEGE POLICY

Policy No. & Title:	**A-207 Academic Usage of Generative AI in Course Development**
Policy Sponsor:	Vice President, Academic Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2025-12-01
Next Review:	2027-07-31

Purpose

This policy provides guidelines for course developers and educators at the College regarding the ethical and responsible integration of Generative AI technologies in classroom activities and course development, aiming to enhance creativity, efficiency, and educational quality while upholding academic integrity and legal compliance.

Scope

This policy applies to all faculty members, instructional designers, and staff involved in course development and delivery the College and its affiliates.

Definitions

Generative Artificial Intelligence (AI): Refers to the subset of Artificial Intelligence that focuses on creating new content, such as images, text, or audio, based on input data, often using techniques like neural networks and deep learning.

Subject Matter Expert (SME): Individuals possessing specialized knowledge and expertise in a particular subject area.

Program Coordinator (PC): Individuals responsible for overseeing the development and delivery of specific academic programs within the college.

Faculty Head (FH): Individuals responsible for overseeing the development and delivery of specific academic programs within the college.

POLICY

1) This policy serves to guide faculty and staff in harnessing the potential of Generative AI technologies responsibly while upholding academic standards, promoting innovation, and protecting intellectual property rights within the academic community.
2) Course developers are encouraged to use college-approved Generative AI platforms to create preliminary course frameworks, rubrics tailored to specific assignments and assessments, drafts of module summaries, and classroom activities and assignments.
    a. AI-generated course frameworks must be reviewed and refined by SMEs, Program Coordinators or Faculty Heads before proceeding with course development.

   b. When utilizing Generative AI for rubric creation, course developers must ensure clear objectives and review the generated rubrics to align with pedagogical goals.
   c. AI-generated module summaries must undergo review by SMEs to ensure alignment with educational standards and accuracy in reflecting key module concepts.
   d. Instructions specific to working with Generative AI should be included in activity guidelines to mitigate potential risks and ensure effective utilization.
3) Significant portions of intellectual property not owned by the college should not be entered into Generative AI tools.
4) Course developers must provide students with guidance on acceptable (if any) usage of generative AI within the course.
   a. This guidance must be included in the course syllabus.

Related Policies
C-421 Organizational Usage of Generative Artificial Intelligence
A-203 Academic Usage of Generative AI by Students

Supporting Documents/Forms
List of Approved Generative AI Platforms People and Culture Resources (sharepoint.com)