COLLEGE POLICY

Policy No. & Title:	**C-421 Organizational Usage of Generative Artificial Intelligence**
Policy Sponsor:	Vice President, Academic Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-09-04
Next Review:	2027-07-31

Purpose

This policy aims to provide guidance and encourage the responsible exploration and usage of AI technologies across the College, ensuring alignment with ethical principles, regulatory requirements, and company values.

Scope

This policy applies to all employees, contractors, and third-party partners involved in the development, deployment, and utilization of AI technologies within the College.

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.

AI Committee: A cross-functional team established to oversee the implementation of this policy, provide guidance to employees, and ensure compliance with company standards.

Approved List: A curated list of Generative AI tools, platforms, and vendors endorsed by the AI Committee for use within the company.

Ethical Principles: Refers to the moral guidelines and values governing the responsible use of AI, including transparency, fairness, accountability, and respect for privacy.

POLICY

1) All employees are encouraged to explore the usage of AI technologies in their respective roles, leveraging brainstorming sessions, pilot projects, and cross-functional collaborations.
2) Employees must adhere to ethical principles, data privacy regulations, and company policies when exploring AI solutions, ensuring transparency, fairness, and accountability.
3) An AI Committee oversees the implementation of this policy, evaluates proposed AI platforms, and provides guidance and support to employees.
    a. The AI Committee will be responsible for reviewing and approving proposed AI platforms
    b. Approved AI platforms will be publicly available in an approved AI list

    c. The AI Committee is responsible to monitor developments in Generative AI legislation and ensure compliance with copyright laws and ethical standards.
4) Employees should select AI tools and vendors from the approved list curated by the AI Committee to ensure compatibility, reliability, and compliance with company standards.
5) The company will provide access to training programs, workshops, and resources to support employees in acquiring the necessary skills and knowledge to effectively leverage AI technologies.
6) Employees are encouraged to report concerns or incidents related to AI usage to their supervisors. The AI committee will investigate reported issues and recommend appropriate actions.
7) This policy will be reviewed annually by the AI Committee to ensure its effectiveness, relevance, and alignment with industry standards and regulatory requirements. Recommendations for updates or amendments will be brought forward to the Policy and Procedure committee. Upon review and approval, changes will be communicated to all employees promptly.
8) By adhering to this policy, the college aims to harness the power of AI responsibly, drive innovation, and maintain trust and integrity in all aspects of our operations.