CASCADIA COLLEGE
BOTHELL

COLLEGE POLICY

Policy Name: Artificial Intelligence	**Policy Number:** CP 4.14
Board Policy Reference: BP 5.01.13	**Approvals:** College Advisory Committee 2/19/25 Executive Team 2/19/25
Applicable WAC/RCW: n/a	

Artificial Intelligence (AI)

This College Policy governs the use of Artificial Intelligence (AI) in Cascadia College's operations and administrative processes. This policy ensures that AI is used ethically and effectively to enhance efficiency, creativity, and organizational objectives.

KEY POINTS:
- AI Integration: The college will identify and adopt AI tools that improve operational efficiency, while ensuring these tools align with the college's core values and Learning Outcomes.
- Ethical Standards: The use of AI must comply with all applicable laws and regulations. Unethical or malicious use of AI will not be tolerated and will result in corrective actions.
- Accountability: The college will establish clear guidelines for monitoring and evaluating the impact of AI on operations, ensuring transparency and continuous improvement, on an on-going basis.
- Training and Support: Employees will receive training as needed on how to effectively and ethically use AI tools in their roles as needed.
- Accessibility: All AI tools should be vetted through IT Services to assure they meet accessibility requirements.

DEFINITIONS:
- Artificial Intelligence (AI): Intelligence perceiving, synthesizing, and inferring information demonstrated by machines.
- Generative AI: A form of AI that can generate various forms of content such as text, images, audio, and synthetic data by receiving an input prompt that systems can process, and various algorithms generate content in response. Response

types vary but are all based on vast pre-existing data sets, including responses from the system to prior prompts, to aggregate a response.
- Integrated AI systems: Software or systems contracted by the college for the sole purpose of using, or integrated within the software solution that contains, AI technologies. These systems may use data from other college systems and data sources to provide additional functionality.

GUIDELINES:
- Employees should never put private, sensitive, or protected information into an AI system without first making sure that it complies with FERPA, HIPPA, and/or other federal and state laws.
- Employees must never use AI tools to create misleading or inappropriate content, take someone's likeness without permission, or harm another person or the community at large.
- Employees should not enter copyrighted material into AI tools.
- Employees should be aware that AI tools and techniques may be biased and should take steps to mitigate bias when using AI.
- Employees should use information and media literacy skills to check sources and find independent facts to confirm AI-generated content. AI has been known to create inaccurate information, and can be used to create misinformation and disinformation. Employees will take full responsibility for material generated by AI.
- Decisions made with the assistance of AI should be subject to a human-centered approach, especially those affecting student assessments, placements, or significant outcomes.
- The use of AI should be aligned with culturally-relevant, engaging, standards-based teaching and learning practices.
- AI shall supplement, not replace, interactions between students and educators in a way that enhances the experience for students.

CONSEQUENCES FOR INAPPROPRIATE USE OF AI:
- If an employee has determined that AI was used contrary to the expectations set out in this policy, employees should connect with the VP of Administrative Services to discuss the questionable action and confirm that AI was used in a manner that comprised integrity.
- Human Resource investigative procedures and subsequent disciplinary procedures outlined in college policy and collective bargaining agreements shall be used to determine if this policy was violated and appropriate consequences for such action.