



Administrative Policy

Policy Title:	Artificial Intelligence (AI) Integration Policy		
Policy Category:	Operational, Academic, Student, and Information Technology Policies		
Related Procedure(s)/ Guideline(s):			
Policy Owner:	Director of College Effectiveness/Accreditation Liaison Officer		
Date Approved:	6/18/24		
Review Dates:		Revision Dates:	
Policy Scope:	Students Employees Board Members Other Stakeholders		
Policy Statement:	<p>Southwest Wisconsin Technical College (Southwest Tech) values helping students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success; promoting a cohesive culture based on honesty, professionalism, trust, kindness, and respect; holding each other accountable to recognize and confront biases impacting our thinking, behavior, and performance; and producing competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college and sustainability of the communities the College serves.</p> <p>Southwest Tech recognizes that Artificial Intelligence (AI) is a transformational tool that enables people to rethink how information integration, data analysis, and resulting insights improve decision-making. Southwest Tech recognizes and embraces Artificial Intelligence's transformational power through integration with a sense of responsibility, ensuring its benefits are harnessed for the betterment of the Southwest Tech community.</p> <p>The purpose of this policy is to provide comprehensive guidelines and principles for the ethical and responsible integration of Artificial Intelligence (AI) technologies at Southwest Tech. This integration aims to enhance teaching,</p>		

learning, research, and administrative processes while proactively addressing ethical, social, and privacy considerations.

Principles of AI

1. Ethical and Legal Considerations:

- **Compliance with Laws and Regulations:** All AI activities must comply with relevant privacy laws, data protection regulations, intellectual property rights, and equal opportunity principles. This includes adherence to the General Data Protection Regulation (GDPR), the Family Educational Rights and Privacy Act (FERPA), and other applicable laws.
- **Human Oversight:** Continuous human oversight is mandatory to ensure the quality, fairness, and ethical application of AI systems. These include regular monitoring and validation of AI outputs by designated staff or teams.

2. Transparency:

- **Explainability:** AI systems should be designed to be explainable, meaning their decision-making processes can be understood by stakeholders. For example, when AI is used in grading, students and faculty should understand how the grades were determined.
- **Communications:** Southwest Tech will clearly communicate the presence and purpose of AI systems to students, faculty, and staff. This includes explaining how AI technologies are integrated into various processes and what data is being used.

3. Accessibility:

- **Inclusivity:** AI technologies must be accessible to all members of the Southwest Tech community, including individuals with disabilities. This involves ensuring compatibility with screen readers, providing alternative input methods, and adhering to the Web Content Accessibility Guidelines (WCAG).

4. Data Privacy and Security:

- **Data Handling:** Data collected and processed by AI systems must be managed in accordance with relevant privacy laws and regulations, such as FERPA and GDPR.

- **Security Measures:** Robust security measures will be implemented, including encryption, access controls, and regular security audits to protect sensitive data from unauthorized access or misuse.
- **Access Control:** Access to AI systems and associated data will be restricted to authorized individuals who have legitimate purposes for accessing the information.

5. **Equity and Inclusion:**

- **Reducing Barriers:** AI will be used to promote equity and inclusion by reducing barriers to access and supporting diverse learning needs. For example, AI can provide personalized learning experiences for students from diverse backgrounds and with varying abilities.

6. **Academic Freedom:**

- **Autonomy:** The use of AI must not infringe upon academic freedom or undermine the autonomy of faculty and students. AI tools should support, not dictate, the pedagogical and research choices of educators and learners.

7. **Accountability and Oversight:**

- **Regular Evaluations:** Southwest Tech will regularly evaluate the impact of AI technologies on teaching, learning, and research to ensure they align with the College goals and values.
- **Clear Responsibility:** Clear lines of responsibility and accountability will be established for the development, deployment, and maintenance of AI systems. Specific roles will be designated for overseeing AI ethics and compliance.
- **Assessments and Audits:** Regular assessments and audits will be conducted to ensure compliance with this policy and relevant regulations, addressing any identified issues promptly.

Impacts on Employees and Students

1. **Employee Awareness:**

- **Training and Support:** When AI technologies are implemented, employees will receive appropriate

training and support to help employees understand and adapt to changes brought by AI technologies.

2. Bias Mitigation:

- **Bias Identification:** Efforts will be made to mitigate and address biases embedded in AI systems, especially in critical areas such as admissions, grading, and hiring processes.
- **Regular Assessments:** Regular assessments will be conducted to identify and rectify any biases that arise from the use of AI tools. Independent audits may be conducted to ensure objectivity.

Research and Development

1. Ethical Guidelines:

- **Approvals and Reviews:** All AI must adhere to ethical guidelines and obtain necessary approvals from the Institutional Review Board (IRB) before beginning the research. Researchers must submit detailed proposals outlining the ethical considerations and risk mitigation strategies.
- **Risk Mitigation:** Researchers must identify potential risks associated with AI and implement appropriate measures to mitigate these risks. This includes ensuring that AI research does not inadvertently cause harm or reinforce biases.

2. Open Dialogue:

- **Sharing Findings:** Research findings and development in AI will be shared with the academic community and the public to foster open dialogue and collaborations, advancing the collective understanding of AI technologies.

Compliance and Reporting

All users of AI technologies must comply with this policy, other relevant institutional policies, and local, national, and international laws and regulations.

Employees and students are encouraged to report any concerns or incidents related to the use of AI technologies. This includes potential ethical violations or biases. Southwest Tech will investigate reported incidents promptly and take appropriate

	<p>action to address any issues, ensuring accountability and continuous improvement in the use of AI technologies.</p> <p>By adhering to these detailed principles and guidelines, Southwest Tech aims to responsibly harness the power of AI to enhance the educational experience while maintaining a commitment to ethical standards, inclusivity, and academic freedom.</p>
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