



Getting Started with an AI Policy for Your Campus

May 29, 2024



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Our Speaker

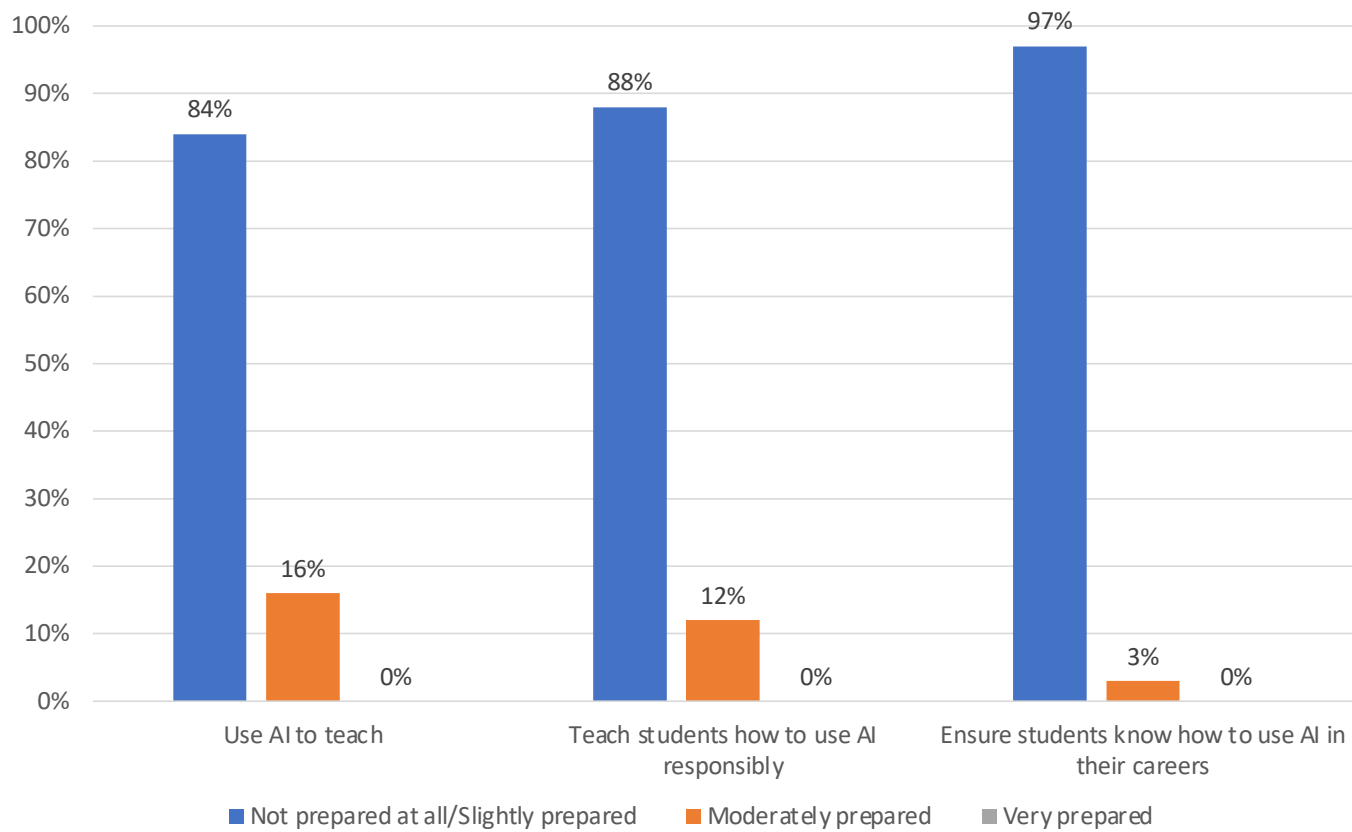


**Penny
MacCormack**

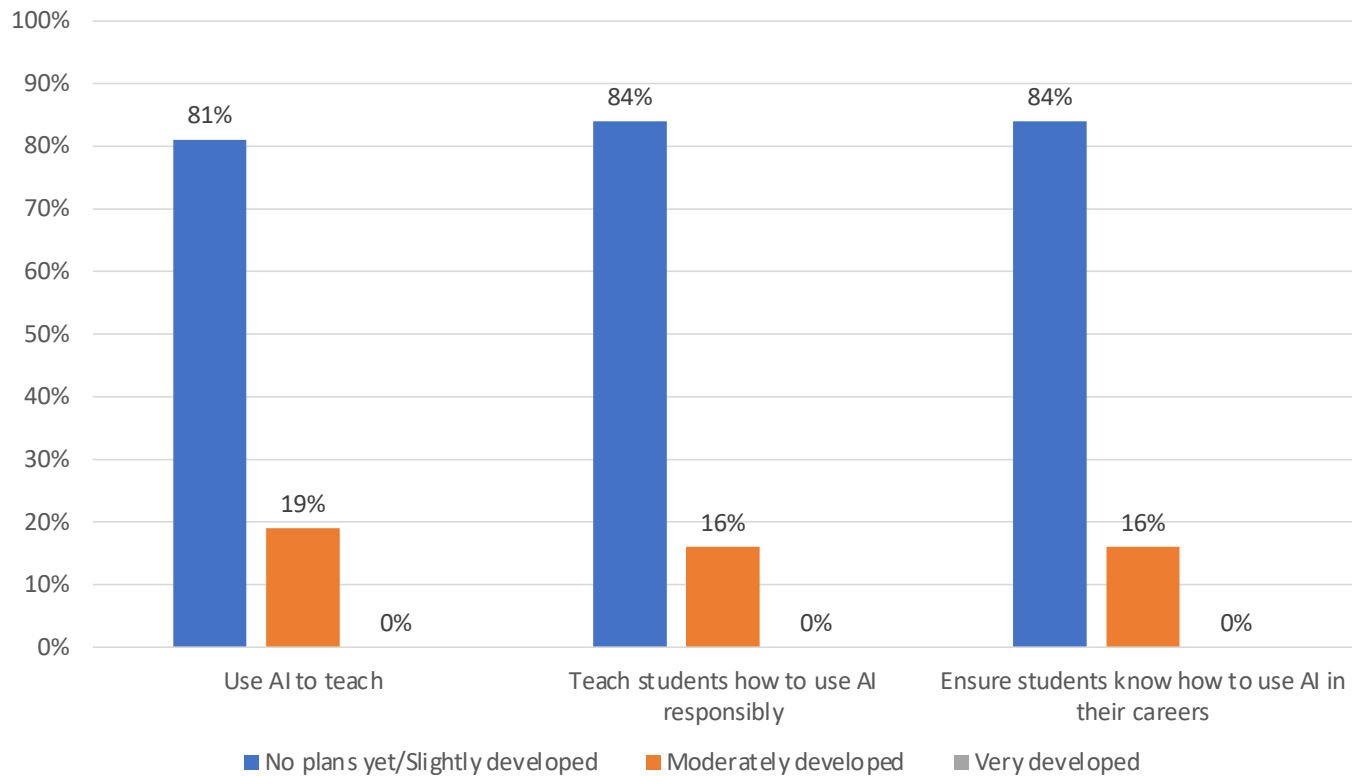
Chief Academic Officer

ACUE

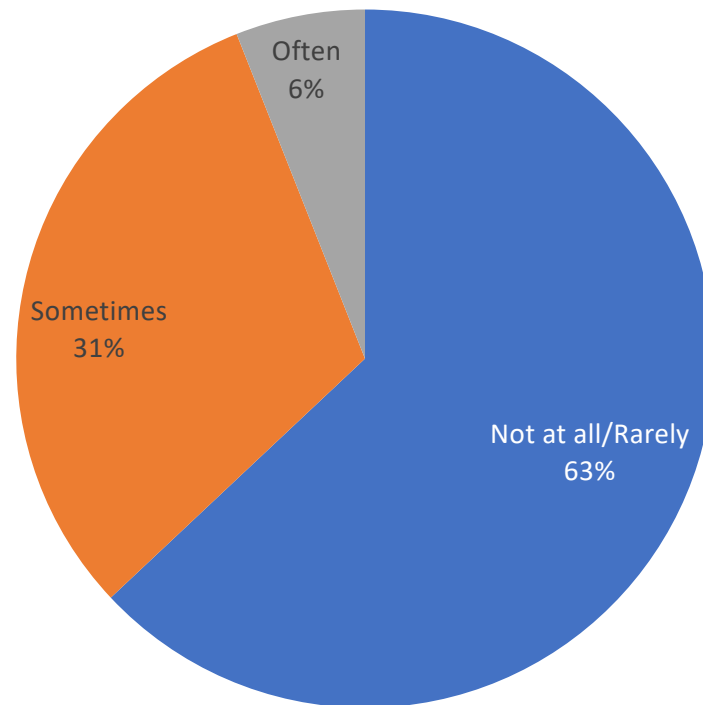
How prepared do you think your faculty are to...



How well developed are your plans and/or resources to ensure faculty are prepared to...



How often do you currently use AI in your role?



Do you have any recommendations or thoughts about AI that you would like to share?

General Comments

- **Shouldn't get too excited** as the technology matures.
- Embrace the topic and discuss often to become **comfortable having a healthy conversation** on the topic
- We **either learn to embrace this or get comfortable with letting AI configure where we will be going.**
- **Not sure I exactly know how** & in what ways we might even begin to try and use it.
- **Equitable AI access and use needs to be addressed** to close equity gaps

Comments that informed this PD

- Does anyone have a **good framework to develop an AI policy?**

Creating an AI Policy

Step 1: Sign up for the free version of ChatGPT at: chat.openai.com.

- “The most effective way to learn what’s possible with AI, either to confirm or allay concerns and uncertainties, and to discern whether and how it could benefit your work and your institution, is to **simply try it out.**”
- “Respondents who have used AI differed significantly in the disposition from those who have not. **Those who have used AI were far more optimistic** about the technology and were more likely to agree that AI is going to “profoundly change” higher education in the next three to five years and that use of AI has more benefits than drawbacks. And in the starkest contrast between users and nonusers, a full $\frac{3}{4}$ of those who have used AI agreed that it would make their job easier, compare with just under $\frac{1}{4}$ of those who have not used it.”
- **I have a paid version of Chat GPT 4.0**

Creating an AI Policy

Step 2: Prompt AI for the output you desire.

“The better we understand it, the more we’ll be able to implement it in the classroom, and the more prepared we’ll be for the many changes that are yet to come.”

[Source: How Community Colleges are Adapting to Generative AI](#)

My prompt:

- **What advice should I offer to College Presidents about developing an AI policy?**

Initial prompt:

What advice should I offer College Presidents about developing an AI Policy?

- 1. Understand AI:** Grasp AI technology and its potential impact on the institution, students, and staff.
- 2. Involve Stakeholders:** Consult with faculty, students, administrative staff, and IT professionals for inclusive policy development.
- 3. Emphasize Ethics:** Ensure the policy stresses ethical AI use, data privacy, security, and transparency.
- 4. Monitor and Evaluate:** Set up processes to monitor AI use and ensure compliance with the policy, addressing any issues.
- 5. Stay Updated:** Regularly review and revise the AI policy to reflect new advancements and changes in AI technology.

Step 3: Prompting to improve the output.

“**Without thoughtful prompting and editing**, the output of these models can be extremely generic.”

Additional prompts:

1. **How can a college president better understand the implications of AI for their institution?**
2. **What are the ethical and responsible AI uses that should be emphasized in an AI policy?**
3. **How can a college President best monitor and evaluate the use of AI?**

Additional prompt 1:

How can a college President better understand the implications of AI for their institution?

1. **Educate yourself** (workshops, conferences, webinars)
2. **Talk with AI experts**
3. **Form an AI Task Force**
4. **Review how AI is being used in other educational institutions**
5. **Ensure training is available to instructors** so they can use AI to increase efficiencies and help students learn how to use AI responsibly.

Additional prompt 2:

What are the ethical and responsible AI uses that should be included in an AI policy?

The **ethical and responsible** use of AI involves a set of principles and practices that aim to ensure that AI systems are developed and deployed in a way that is beneficial to society while minimizing potential harms.

Here are some key aspects of ethical and responsible AI use:

1. **Transparency**
2. **Fairness**
3. **Accountability**
4. **Privacy**
5. **Safety and Security**
6. **Human-centered values**
7. **Beneficence**
8. **Sustainability**
9. **Collaboration**
10. **Legal compliance**

Additional prompt 3: How can a college President best monitor and evaluate the use of AI?

Here is a structured approach to effectively monitor and evaluate AI systems:

- 1. Define Objectives and Metrics**
- 2. Data Quality Assurance**
- 3. Model Performance Monitoring**
- 4. Fairness and Bias Evaluation**
- 5. Explainability and Transparency**
- 6. Compliance and Ethical Considerations**
- 7. Robustness and Security**
- 8. User Feedback and Engagement**
- 9. Continuous Improvement**
- 10. Documentation and Reporting**
- 11. Human-in-the-Loop**
- 12. Exit Strategy**

By incorporating these practices, organizations can ensure their AI systems are not only effective but also responsible and aligned with broader societal values.

Step 4: Check that the AI output is accurate and free of “hallucinations”

“People, not technology, must be at the center of our work. As we engage with AI, human health, dignity, safety, privacy, and security must be our first considerations.”

[Source: Six principles to shape AI policies and practices in higher education](#)

“I would advise librarians to assist in helping both faculty and student to understand that results from LLMs are not the one true answer.”

[Source: How Colleges are Adapting to Generative AI](#)

I researched the topic of AI policy writing



Items of Interest from the Research

Dreaming

Helping you think



- Brainstorming/ideation/getting unstuck
- Summarization and synthesization of complex content
- Research and analysis
- Asking questions/learning

Drudgery

Lightening your load



- Sending communications/emails
- Drafting administrative documents, materials, reports
- Reviewing and proofreading materials
- Grant, proposal, and contract writing

Design

Building your content



- Creating presentations, slides, and other content
- Creating course materials, exams, and syllabi
- Editing and creating images and videos
- Suggesting prompts and materials for trainings and workshops

Development

Advancing your work



- Drafting department and institution policies
- Developing department and institution strategic plans
- Creating detailed project plans
- Offering advanced scripting and coding (e.g., complex SQL queries, Excel formulas)

Time taken to reach 1 million users (months)

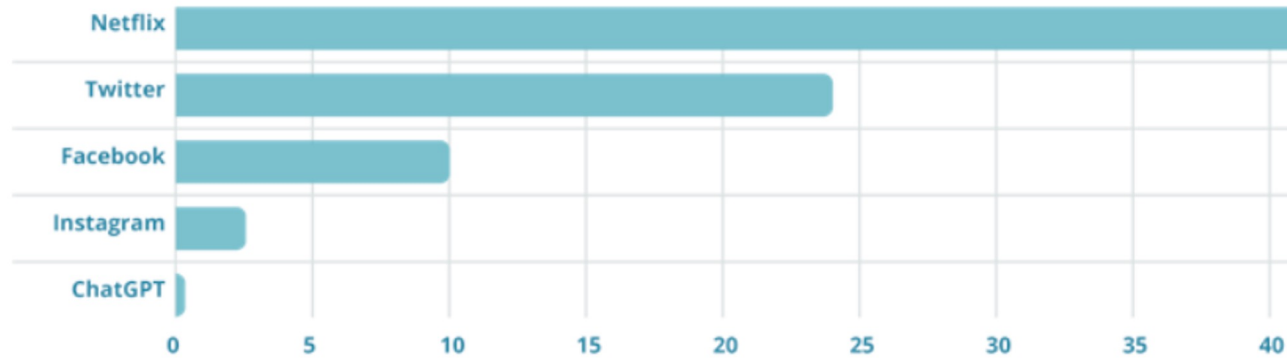


Chart: Financial Review • Source: Genevieve Roch-Decter, CFA

[How Colleges are Adapting to Generative AI](#)



Teaching with AI-resistant and AI-inclusive Learning Experiences

Provide AI-inclusive and AI-resistant learning experiences

- Create tasks that leverage Gen-AI
- Create tasks that are Gen-AI resistant



Questions?

ACUE's **New** AI Quick Study Series



Quick Study Courses and Learning Objectives

ACUE's AI series features Quick Study courses, which are one-hour, self-paced, interactive learning experiences.

With these courses, you will explore the context and terminology of AI, recognize challenges associated with using AI in education, and identify the benefits of leveraging AI in education.

- ▶ Writing Effective AI Prompts
- ▶ Using AI to Develop Course Resources
- ▶ Teaching with AI-Inclusive and AI-Resistant Learning Experiences
- ▶ Empowering Students to Use AI Responsibly

Learn more about ACUE's AI Quick Study Series!

acue.org/ai-series





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The ACUE logo features the word "ACUE" in a bold, white, sans-serif font, followed by a white icon of a ribbon bookmark with a small triangle at the top. The logo is centered within a dark blue circular graphic that has a thin white border. The background of the slide is a blurred image of a person in a white lab coat and a dark vest, with several light blue circular accents scattered across the scene.

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Thank You!