

Administrative Procedure 3775 Artificial Intelligence (AI)

PURPOSE AND SCOPE

The El Camino College District (“District”) takes the responsibility to coordinate the efforts of the district to transition artificial intelligence technologies into operational use. This Administrative Procedure governs the use of AI tools for work, teaching, learning, and any other District related function regardless of the user's location or the device being utilized. It covers all forms of AI, Natural Language Processing (NLP), and Machine Learning (ML), and applies to standalone AI systems, those embedded in existing technologies, and publicly available systems. The policy governs the entire lifecycle of AI systems, from acquisition and deployment to maintenance, monitoring, and decommissioning.

DEFINITIONS

- **Artificial intelligence (AI):** Artificial intelligence refers to computer systems that can perform complex tasks normally done by humans such as reasoning, decision making, creating, planning, organizing, etc.
- **Generative AI:** Generative AI, sometimes called *gen AI*, is artificial intelligence (AI) that can create original content—such as text, images, video, audio or software code—in response to a user’s prompt or request.
- **Predictive AI:** Predictive artificial intelligence (AI) involves using statistical analysis and machine learning (ML) to identify patterns, anticipate behaviors, and forecast upcoming events.
- **Prescriptive AI:** Prescriptive AI goes a step further than predictive AI by suggesting the best possible course of action based on trends and patterns.
- **Agentic AI:** Is the technology that powers AI agents so they can act autonomously without human oversight.
- **AI Use Case Owner:** The executive sponsor or their delegate responsible for defining the business objectives of the AI application. The AI Use Case Owner ensures that the AI system aligns with ECC’s goals and passes review from the College Technology Committee (TC).
- **AI Use Case:** Examples of generic or specific instances of AI application use. Some examples of AI Use in higher education include; but are not limited to:
 - Personalized and Interactive Learning
 - Educational Accessibility (students with special needs)
 - Efficient Study Tools
 - Feedback and Assessment
- **Publicly Available AI:** AI systems that are publicly available either through a website or downloadable application.
- **Machine Learning (ML):** Machine learning is a subfield of artificial intelligence that gives computers the ability to learn without explicitly being programmed.
- **AI Training:** In AI and ML, training refers to the process of feeding a model large amounts of data so that it can learn patterns and make predictions. This process involves adjusting the

model's parameters to minimize errors and improve performance on a specific task

APPROVAL OF AI APPLICATIONS

The College Technology Committee (TC) shall review and advise the adoption of AI applications in accordance with the current technology adoption process.

EDUCATIONAL USES

- Outside of required accommodations for students with disabilities, AI use within courses shall be under faculty purview.
- To ensure fair learning conditions, faculty shall define permissible use within their courses in general (e.g. course syllabus statements) and in relation to specific activities (e.g. assignment directions).
- Faculty must allow for specified AI use for a student when such usage has been approved to meet an accommodation for disability as per AP 5140 Academic Accommodations for Students with Disabilities.
- Accommodations making use of AI systems that are not purpose-built assistive technologies shall be tailored to meet the student's needs as defined by the identified functional limitations. In the event an identified certificated staff or Student Grievance Officer, as defined in AP 5140, cannot easily discern how to tailor AI use to balance meeting a student's need with Student Learning Outcomes and Course Objectives, the teaching faculty shall be consulted to ensure appropriate fit.
- Faculty may require evidence or citation of how Generative AI was used in any course work regardless of whether such use was in relation to an accommodation.
- Uses of AI that are not tied to an accommodation and fall outside of permitted use by faculty may be subject to the disciplinary process as outlined in AP 5500 Standards of Student Conduct and AP 5520 Student Discipline Procedures.

SECURITY AND PRIVACY

- **Cybersecurity:** All AI systems must comply with ECC IT security Administrative Procedure 3723 Information Security to prevent unauthorized access and cyberattacks.
- **Data security:** AI systems must adhere to data privacy and security protocols. Sensitive data such as personally identifiable information (PII), must be protected through encryption and secure access controls and protected according to ECC Policy Administrative Procedure 3723 Information Security.
- **Privacy:** Any AI use for El Camino College operations must follow the district's standards according to ECC Administrative Procedure 3722 District Data Security Standards for End Users.

ETHICAL CONSIDERATIONS

- **Jobs:** The District shall prioritize AI systems that enhance and augment employee

work. When AI adoption changes the nature of work, the District will strive to retrain, reskill, and redeploy employees.

- **Human Oversight:** Generative AI output shall have human oversight to account for bias, or unethical or improper collection of data. Reasonable efforts must be made to secure AI systems. AI should not pose risks to human safety or dignity including, but not limited to, harassment and exploitation.
- **Materials Protected by Intellectual Property Law:** In some instances, Generative AI systems may produce content that includes protected material. Users must review AI generated content and ensure that copyright laws are followed when using AI-generated material as per AP 3750 Use of Copyrighted Materials.

LIMITATIONS ON THE USE OF AI AND RISKS

- Faculty, staff, students, and users of AI tools must adhere to District data protection guidelines, including FERPA and District privacy policies when using any AI tools not approved by the College Technology Committee.
- Whenever AI creates a significant amount of an official communication, policy, procedure, decision making process, or report, there shall be a disclosure of use, or attribution.

TRAINING AND SUPPORT

- The District may require in-house or third-party training on the proper use of, benefits, and risks of AI applications. (Primary user and continuous user)

REVIEW AND ENFORCEMENT

- The AI use case owner is responsible for collaborating with ITS and other departments to ensure that AI technologies integrate smoothly with ECC's existing infrastructure and meet data security and privacy standards. The AI use case owner also monitors AI systems after deployment to ensure ongoing compliance.

EXCEPTIONS

Exceptions to this policy shall be submitted via a written request to both the Vice President of the area requesting exception and the ECC CTO in collaboration with TC who will review and make recommendation to the ECC president for approval as appropriate.

References:

AP 3750 Use of Copyrighted Materials AP 5500 Standards of Student Conduct AP 5520 Student Discipline Procedures

Administrative Procedure 3723 Information Security

Administrative Procedure 3722 District Data Security Standards for End Users

NIST AI Risk Management Framework (AI RMF), 2023 URL:

<https://nvlpubs.nist.gov/nistpubs/ai/nist.ai.100-1.pdf>

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