



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
May 07, 2026
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Via Zoom: [https://sbccd-edu.zoom.us/j/6263916086?
omn=86383415999](https://sbccd-edu.zoom.us/j/6263916086?omn=86383415999)
Or Dial-In: 669 444 9171 | Meeting ID: 626 391 6086

I. Welcome & Introductions

Kristina L. Hannon, Nohemy Ornelas, & Jose F. Torres, Tri-Chairs

II. Confirmation of Quorum

III. Approval of Meeting Minutes - 4/16/2026

IV. Current Topics

A. New Chapter Lead Recommendations

1. *Level 1 - Information Only*
2. *Level 2*
 - i. 7600 District Police Department
3. *Level 3*

B. Information Only - Level 1

C. Initial PPAC Review - Level 2

D. Initial PPAC Review - Level 3

**E. Review of Initial Input from Academic Senate and Constituents -
Level 2**

**F. Review of Final Input from Academic Senate and Constituents -
Level 3**

1. 3775 Artificial Intelligence (AI)

V. Adjournment & Next Meeting

The next scheduled meeting of PPAC is Fall 2026



Policies & Procedures Advisory Committee
Meeting Minutes – April 16, 2026, 3:00 p.m.

Via Zoom: <https://sbccd-edu.zoom.us/j/6263916086?omn=86383415999>
 Or Dial-In: [669-444-9171](tel:669-444-9171) | Meeting ID: 626 391 6086

I. Welcome & Introductions

Jose Torres started the meeting at 3:04p.m.

II. Confirmation of Quorum

Charmaine Ligon confirmed quorum was met at 3:04pm.

III. Approval of the Minutes – March 26, 2026

Motion: Christopher Olivera

Second: Keith Wurtz

Motion passed unanimously.

IV. Current Topics

A. New Chapter Lead Recommendations

1. Level 1 - Information Only

2. Level 2

3. Level 3

B. Information Only – Level 1

- i. 2015 Student Members
- ii. 2305 Annual Organizational Meeting
- iii. 2315 Closed Session
- iv. 2320 Special and Emergency Meetings
- v. 2325 Teleconferenced Meetings
- vi. 2340 Agendas
- vii. 2745 Board Self-Evaluation
- viii. 6320 Investments

C. Initial PPAC Review – Level 2

D. Initial PPAC Review – Level 3

- 1. 4105 Distance Education

Motion: Keith Wurtz

Second: Carmen Rodriguez

Motion passed unanimously with Judy Joshua abstaining.

Judy Joshua stated that EPPS had not reviewed the item. Jose stated that the change was a legal update. Andrea Hecht mentioned that faculty would not be here for the first read in June and Jose stated that before

going to the Board, faculty and constituent groups have already looked and reviewed the BPs/AP. Jose asked that the minutes reflect that EPPS had not reviewed the item.

E. Review of Initial Input from Academic Senate and Constituents – Level 2

F. Review of Final Input from Academic Senate and Constituents– Level 3

1. 3775-Artificial Intelligence (AI)
2. 4100-Graduation Requirements for Degrees and Certificates
3. 4235-Credit for Prior Learning
4. 4250-Probation, Dismissal and Readmission
5. 5011-Admission and Concurrent Enrollment of High School and Other Young Students
6. 5200-Student Health Services
7. 72230-Classified Employees

Motion: Christopher Crew

Second: Keith Wurtz

Motion passed unanimously, except for BP/APs 3775, with Judy Joshua abstaining from 4100. Lengthy discussion was had regarding the following points with regards to BP 3775–

- *Scope and Definition of AI use
 Judy Joshua had concerns about broad language risks infringing on personal privacy, suggesting the policy should explicitly state it applies only to “district-owned or district-licensed” tools or work done for the district. Christopher Crew and Kristina Hannon stated that restricting the scope to only district-wide tools creates a loophole where faculty could use personal AI for district work without accountability. They stated there is already existing policies the cover work done “in capacity” and the AI policy should focus on the specific technology use within that context.*
- *Transparency and Faculty Consultation on Third-Party Tools
 Jeffrey Demsky stated the district should publicly disclose adopted AI tools and consult faculty before adopting third-party contracts. Jose, Kristina and Yvonne Gutierrez maintained that selection of specific software was management’s prerogative and that requiring faculty consultation on every third-party contract could paralyze operations. They mentioned that all contracts go to the Board for approval, that was viewable by everyone. Discussion highlighted that faculty have the right to choose not to use specific AI tools and that evaluations should not penalize faculty for not adopting district-mandated technologies.*
- *Academic Integrity and Due Process
 Discussion was had around where to place language regarding AI-related academic dishonesty. Kristina stated that there is specific procedures for academic misconduct already governed by AP 5500. Recommendation was made to ensure alignment between the AI policy and AP 5500 rather than duplicating language in the new procedure.*

- *Flexibility vs. Rigidity in Approved Lists*
Faculty expressed a desire for a list of approved tools to ensure transparency and guidance for students. Jose and Nathan Yearyearn both stated that maintaining a static list would be impractical due to the rapid pace of AI, which would require constant administrative updates. They suggested the current approach, allowing flexibility while ensuring technical support capabilities, is more effective.
- *Need for Training and Support*
Faculty emphasized a need for the district to provide specific resources, training, and support to both faculty and students regarding AI usage, beyond just setting rules.

It was decided that the policy would come back to the May 7th meeting to finalize language. Noemi Ornelas would continue to work with faculty to incorporate feedback points.

V. Adjournment & Next Meeting

The next PPAC meeting will be held on May 7, 2026, at 3:00pm.

The meeting adjourned at 4:34 p.m.

Not Approved

BP 7600 District Police Department



CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

No update to BP. CCLC Legal Update #48 to AP

Level 2 Review Schedule

Current Review Progress

05/07/2026 ♦ Recommendation Received
05/07/2026 ♦ PPAC Approves Review Level & Hears Chapter Lead Recommendation for Approval

Pending Action Required

06/04/2026 ♦ Chancellor's Council Approval
06/11/2026 ♦ BOT 1st Read
08/13/2026 ♦ BOT Final Approval
08/14/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for BP # & Title

DISTRICT POLICE DEPARTMENT

The Board of Trustees has established a District Police Department under the supervision of a Chief of Police, who shall report directly to the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator. The purpose of the District Police Department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the State acting on behalf of the District.

Public safety services must adhere to principles of diversity, equity, inclusion, and accessibility. Public safety services must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm. The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor shall establish minimum qualifications of employment for the Chief of Police and all public safety personnel.

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the District Police Department.

Use of Military Equipment

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor will develop procedures to ensure the Chief of Police obtains approval from the Board of Trustees of a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code.

Public Safety Compact

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, will develop procedures to ensure the District develops a "Public Safety Compact" with District stakeholders, including college police officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety-related services on campus, including the respective roles and responsibilities of administrators, faculty, college police officers, mental health and social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the District.

Public Safety Advisory Committee

The District will establish a "Public Safety Advisory" committee to make recommendations to the District Board of Trustees governing board related to District policies governing college public safety services.

The Public Advisory committees shall be composed of campus stakeholder representatives, and the District shall engage in active efforts to recruit advisory committee members from historically underserved communities.

BP 7600 District Police Department



CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Policing Data

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, will develop procedures to ensure the Chief of Police will record policing data metrics, including key performance indicators, track data related to traffic stops and other officer initiated contacts, and conduct stakeholder climate surveys focused on college public safety services.

Use of Force

The Board of Trustees directs the Chief of Police to establish operational guidelines regarding reasonable use of force for District college police officers. The Board of Trustees expects every District college police officer to carry out their duties, including the use of force, in a fair and unbiased manner and to use reasonable force in any situation and make decisions in a professional, impartial, and reasonable manner and to use of de-escalation techniques whenever possible.

Report Regarding Complaints

The Chief of Police shall provide the Board of Trustees, when requested, with a report regarding complaints against the District Police Department and college police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board of Trustees.

References:

Education Code Sections 72330 et seq.; Government Code Sections 3300 et seq and 7070 et. seq.; Penal Code Sections 830 et seq. Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

End Recommendation for BP BP # & Title

AP 7600 District Police Department



CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

> CCLC Legal Update: To align with revisions to the Penal Code regarding the use of artificial intelligence and the Government and Penal Codes regarding the use of facial coverings.

Begin Recommendation for AP 7600 District Police Department

DISTRICT POLICE DEPARTMENT

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator is delegated the responsibility to establish minimum qualifications of employment for the Chief of Police and all public safety personnel including but not limited to prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training. The employment of public safety personnel will be subject to the equal employment opportunity regulations.

The District Police Department must participate in Peace Officer Standards and Training Commission programs. All college police officers must be certified by the Commission. college police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq. The District requires in the hiring, retention, and promotion of college police officers that officers demonstrate a commitment to policing with a "guardian" rather than a "warrior" mindset. college police officers must adhere to community policing principles and evidence-based policing practices as defined in the applicable Title 5 regulations.

Every member of the District Police Department first employed by the District before July 1, 1999 must satisfy the requirements of state law regarding qualifications for continued employment.

Every member of the District Police Department shall be supplied with, and authorized to wear, a badge bearing the words "San Bernardino Community College District Police Department." Every member of the District Police Department shall be issued a suitable identification card.

Salaries for District Police Department employees shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator.

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, in cooperation with the Chief of Police, shall issue protocol guidelines for the administration of the District Police Department. These protocols will be listed in the District Police Department Policy Manual. The specific instructions will describe guidelines and limitations for District Police Department, including but not limited to:

- Schedules and shifts;
- Call back procedures;
- Weapons practices, especially drawing weapons;
- Use of vehicles;
- Pursuit practices;
- Use of force;
- Discipline procedures;
- Responsibilities to coordinate with local law enforcement; ~~and~~
- Training ; and
- Use of artificial intelligence in official reports prepared by College police officers.

AP 7600 District Police Department



CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

College police officers must participate in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. College police officers shall receive community college-specific training as required by the law, and as made available by the commission. The District must provide college police officers routine mental health services and prompt referral to crisis counseling following any critical incident.

The District Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault;
- Geographical boundaries of the operational responsibilities; and
- Mutual aid procedures

Use of Facial Coverings

The District Police Department is committed to transparency, accountability, and public trust. The District Police Department restricts the use of facial coverings for college police officers in the performance of their duties except in limited specific circumstances. Generalized and undifferentiated fear and apprehension about officer safety shall not be sufficient to justify the use of facial coverings.

College police officers may only use a facial covering when performing their duties in the following circumstances:

- Active undercover operations or assignments authorized by supervising personnel or court order.
- Tactical operations where protective gear is required for physical safety.
- Applicable law governing occupational health and safety.
- Protection of identity during prosecution, or
- Applicable law governing reasonable accommodations.

Facial coverings shall only be used when no other reasonable alternative exists, and with the approval of a supervisor. The supervisor shall document the necessity of facial coverings in the appropriate report. A supervisor shall not knowingly allow an officer to violate state law or District Police Department policy limiting the use of a facial covering.

Use of Military Equipment

The Chief of Police will work with the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator to ensure the Board of Trustees approves a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees through the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue.

If the District Police Department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The District Police Department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

AP 7600 District Police Department



CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

The Board of Trustees prohibits auxiliary organizations from purchasing military equipment, unless authorized by the Board of Trustees following standards required by law for the purchase of equipment for police agencies made with public funds.

Campus Policing and Student Success

College police officers are required to offer contact information to individuals they stop or otherwise subject to a police officer-initiated interaction, except where doing so would pose a safety risk.

The District encourages individuals who have interacted with college public safety personnel to submit to the District a response related to the interaction. The Chief of Police will establish a process to encourage individuals to submit a response.

The District requires college police officers to attend and participate in campus activities not involving a “police response” or other formal public safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

Public Safety Data

The Chief of Police shall record policing data metrics, including key performance indicators, track data related to traffic stops and other officer initiated contacts; and conduct stakeholder climate surveys focused on campus public safety services. The Chief of Police will establish a process to solicit responses regarding the individual’s perception of the interaction and the District’s public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. The Chief of Police shall provide to the Public Safety Advisory Board an aggregated summary or otherwise anonymized version of the responses received. Retaliation against anyone responding, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file.

References:

Education Code Section 72330; Government Code Sections 3300 et seq. and 7070 et seq. Penal Code Sections 830 et seq. Title 5, Sections 59700 et seq

End Recommendation for AP 7600 District Police Department

AP 3775 Artificial Intelligence (AI)



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

>Legal Update 45: Review suggestion for new AP.

Level 3 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

Curent Review Progress

- 11/19/2025 ♦ Recommendation Received
- 11/20/2025 ♦ PPAC Approves Review Level
- 12/18/2025 ♦ Initial Policy review by PPAC
- 02/19/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)
- 03/26/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate
- 04/16/2026 ♦ PPAC Hears Feedback on Policy Review from Constituents and Academic Senate (if approved moves to Chancellor’s Council, otherwise bring back for further discussion)

Pending Action Required

- 05/07/2026 ♦ Chancellor’s Council Approval
- 06/11/2026 ♦ BOT 1st Read
- 08/13/2026 ♦ BOT Final Approval
- 09/01/2026 ♦ Final Policy Posted to SBCCD Website

Begin Recommendation for AP 3775 Artificial Intelligence (AI)

NOTE: A procedure addressing the following elements is **optional and suggested as good practice**. Local practice may be inserted and may address the following points. No Federal or State law or regulation requires community college districts to adopt an administrative procedure on the use of artificial intelligence within the district. Districts may choose to address this topic in district-developed protocols, guidelines, or processes rather than in a CEO-approved administrative procedure.

1. [Purpose and Scope](#)
2. [Definitions](#)
3. [Responsible Use](#)
4. [Data privacy and security](#)
5. [Ethical considerations](#)
6. [AI Use Guidelines](#)
7. [Limitations on the use of AI and Its Risks](#)
8. [Consequences of Violating the Artificial Intelligence Policy](#)
9. [Training and support](#)
10. [Review Guidelines](#)

New 10/24

References:

No specific references

End Recommendation for AP 3775 Artificial Intelligence (AI)

Review Notes | Key: Proposed changes are a combination of staff recommendations, legal changes, PPAC constituents, and Chapter lead feedback

Begin Draft for AP 3775 Artificial Intelligence

1. PURPOSE AND SCOPE

The purpose of this Administrative Procedure is to provide the ethical and educational use of Artificial Intelligence (AI) technologies and foster learning and innovation while protecting against certain risks that AI poses to the San Bernardino Community College District (SBCCD). As AI becomes an increasingly integral tool in education, it is essential to balance its benefits with the district's commitment to academic integrity, privacy, equity, and responsible technology use. This policy aims to foster an environment where AI enhances learning, creativity, and innovation while safeguarding students' rights and upholding academic standards.

This policy applies to all faculty, staff, students, and third-party vendors within the San Bernardino Community College District who utilize AI technologies or equipment in any form. This includes, but is not limited to, AI tools for writing, coding, research, data analysis, problem solving, and learning.

2. DEFINITIONS

- A. **Artificial Intelligence (AI):** Machine-based systems or machines that simulate cognitive functions such as learning, decision making, and problem-solving to perform task or automate outputs.
- B. **Family Educational Rights and Privacy Act (FERPA):** A U.S. federal law that protects the privacy of student education records and grants specific rights to students and their families regarding those records.
- C. **Generative Artificial Intelligence:** A subset of AI technologies that create new content, such as text, images, audio, or video, often based on user prompts or inputs. Examples include large language models and generative adversarial networks (GANs).
- D. **Generative Adversarial Networks (GANs):** A class of AI models that use two neural networks—a generator and a discriminator—competing against each other to produce new, synthetic data resembling real-world data, such as images or audio.
- E. **Generative Pre-trained Transformer (GPT):** A type of large language model that uses deep learning to understand and generate human-like text.
- F. **Health Insurance Portability and Accountability Act (HIPAA):** A U.S. law designed to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- G. **Large Language Model (LLM):** A type of AI model, typically based on neural networks, trained on vast amounts of text data to understand and generate human-like language. Examples include GPT models and similar technologies.
- H. **Machine Learning (ML):** A subset of AI that uses algorithms and statistical models to enable systems to improve their performance on a task through experience or data, without being explicitly programmed for every step.
- I. **Personally Identifiable Information (PII):** Any data that could potentially identify a specific individual, such as names, addresses, phone numbers, social security numbers, or email addresses.
- J. **Constituents:** All individuals associated with the district, including students, faculty, staff, and external partners.

3. RESPONSIBLE USE

A. Employees

Employees may leverage AI technologies to improve educational outcomes, optimize administrative processes, and promote innovative practices within their roles.

B. Students

Students are encouraged to use AI responsibly to enhance their academic experience. However, all AI use must comply with SBCCD Administrative Policy 5500 Standards of Student Conduct and the following principles:

I. Academic Integrity

Students must use AI Tools in a way that does not violate the principles of academic honesty. The acquisition of academic work from any source, including textbooks, articles, web resources, or generative AI, and presenting it as one's own constitutes an academic integrity violation unless permitted by faculty. If unsure, students should consult their faculty or disclose AI use. SBCCD requires students to disclose AI-generated

content in submitted coursework. While AI use is not always prohibited, it must have prior approval from faculty and be properly cited in references, using quotation marks for any text taken directly from AI.

- II. **Privacy and Data Security-** Students must ensure that AI Tools used for academic purposes comply with applicable privacy laws and are approved tools by the district. Personal and academic data should not be shared with AI platforms unless explicitly authorized.

C. **Third Parties**

All AI systems procured from third-party vendors must comply with relevant data privacy laws, including but not limited to:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. General Data Protection Regulations including but not limited to California Privacy Rights Act (CPRA)
- c. Other applicable federal, state, and local data protection laws

SBCCD retains full ownership of all data, including student, faculty, and staff information. The third-party vendor must obtain explicit written permission before using any district data for purposes beyond the agreed scope of the contract.

4. **DATA PRIVACY AND SECURITY**

AI systems must comply with applicable data privacy laws and district policies to safeguard personal and sensitive information.

Data used to train or operate AI systems should be anonymized and protected against unauthorized access.

Restricted data must not be shared with any public or private generative AI tools to prevent unauthorized access or misuse. Reference 3726 Information Security Data Classification for Restricted Data Classifications.

Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPAA) protected data, Family Educational Rights and Privacy Act (FERPA) protected data, or any other sensitive information must not be entered into any AI tools or LLM.

Only data classified as low risk (including public data), in accordance with 3726 Information Security Data Classification Policy, may be used in AI tools and services. Information entered into AI engines opens up the data to be searchable through the public internet.

5. **ETHICAL CONSIDERATIONS**

AI technologies must align with the district's values, including fairness, transparency, accountability, and respect for diversity and privacy.

The use of AI should not perpetuate discrimination, bias, or harm.

AI tools must not be used in a way that infringes upon trademarks or other intellectual property rights.

Users must ensure compliance with copyright laws when utilizing AI-generated content.

6. **AI USE GUIDELINES**

A. **AI in Teaching**

Faculty who incorporate AI into their courses are encouraged to clearly define the parameters of its use in the syllabus, announcements, and assignment instructions. It is essential to discuss academic integrity and establish expectations for acceptable AI usage with the learning outcomes.

I. **AI Detection Tools**

AI detection tools may be flawed, often producing false positives and showing bias against non-native speakers. If a tool indicates a student's work is suspect, this should prompt further investigation rather than serve as a final judgment.

B. **AI in Learning**

The utilization of AI as a reference tool is allowed for various academic purposes, including brainstorming ideas, assisting with research, providing translation services, and offering tutoring support. This is subject to the approval of faculty members and is contingent upon the clear acknowledgment and proper citation of AI contributions in any academic submissions. Students are strongly encouraged to thoroughly review their course syllabus for guidelines and to engage in discussions with their instructors about the specific policies regarding the incorporation of AI in their coursework. This ensures that students understand how to effectively and ethically integrate AI resources into their academic work.

C. **AI in Research and Scholarly Activities**

Output generated by AI, including written content, computations, code, artwork, images, music, and similar materials, is derived from previously published sources and does not constitute original work. Policies regarding the use of AI are established by individual faculty members and apply exclusively to specific assignments within their respective courses. The assignment guidelines will explicitly specify when and how the use of AI is permitted for any given task. It is the student's obligation to comply with the instructor's expectations for each assignment in every course.

D. **AI in Administrative Functions**

This policy applies to the use of AI tools for work, regardless of the user's location or the type of device used.

SBCCD promotes ethical AI use that is aligned with its conduct and non-discrimination policies. Users must not create inappropriate, misleading, or harmful content. Before using AI-generated content, it must be reviewed for accuracy, appropriateness, and bias.

Users cannot enter specific data about SBCCD, including confidential information, into publicly available AI tools. This includes any personal information about employees, students, or community members. All inputs must be anonymized. AI users must follow SBCCD's technology policies when using these tools for business.

Vendor-developed AI tools can assist with business processes if used correctly. Departments must get approval from TESS before using these tools.

7. **LIMITATIONS OF AI USE**

AI tools must not replace critical human judgment in decision-making processes, especially in areas involving student performance evaluations, hiring decisions, or disciplinary actions.

AI systems should only be used as supplementary tools and not as the sole source of information or analysis in any academic or administrative context.

The limitations and potential biases of AI systems must be acknowledged, and users should verify AI outputs for accuracy and relevance.

AI technologies must not be used to engage in activities that violate legal, ethical, or institutional standards.

The use of AI to create fake academic credentials, fraudulent research, or any other activities that may harm individuals or institutions is prohibited.

Entering any restricted data into any generative AI tool or service is prohibited. This includes data protected by FERPA, HIPAA, other private client data, private information related to employees, material under confidential review and not written by the AI user, and possibly intellectual property not publicly available.

8. **CONSEQUENCES OF VIOLATING THE AI USE POLICY**

Any violations of this policy will follow all applicable board policies and administrative procedures.

9. **TRAINING AND SUPPORT**

The district will provide training to ensure all constituents understand the capabilities, limitations, and ethical considerations of AI tools. Support resources will be made available to address concerns related to AI usage.

10. **Review Guidelines:**

Due to the rapid changes with artificial intelligence, this policy will be reviewed every three years or as changes are needed.

REFERENCES

Education Code Sections 66300 and 66301
ACCJC Accreditation Standard 2

