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Reference:    *Government Code Section 11546.45.5, subdivision (a)(1)*

**Scope and Applicability**

This procedure applies to all WHCCD employees, students, and stakeholders who utilize AI technologies in instructional, operational, or administrative capacities.

This procedure is intended to promote innovation, enhance student success, and develop Artificial Intelligence (AI) literacy across West Hills Community College District (WHCCD). AI literacy is central to ensuring that our collegial community can effectively engage with AI tools, understand their implications, and apply them responsibly in academic and professional contexts.

With the foundational understanding of AI principles, ethical considerations, and practical applications, AI literacy will prepare, equip, and empower individuals to critically assess the role of AI in society and to use these technologies in a manner that is ethical, transparent, and aligned with WHCCD's mission, vision, and values.

**Definitions**

- Artificial Intelligence (AI) - The simulation of human intelligence processes by machines, especially computer systems. These processes include learning, reasoning, and self-correction.

- AI Literacy - The knowledge, understanding, and skills necessary to effectively engage with and critically evaluate Artificial Intelligence (AI) technologies. It encompasses the ability to use AI tools responsibly, understand how AI systems work, recognize their societal implications, and apply this knowledge in various contexts, from personal decision-making to professional tasks.

- Generative AI - AI systems that can create new content, such as text, images, and music, based on the data they have been trained on.

- Machine Learning (ML) - A subset of AI that uses algorithms and statistical models to enable computers to perform tasks without explicit instructions by relying on patterns and inference.

**Ethical Considerations for Artificial Intelligence (AI) Use**

WHCCD is committed to the ethical deployment and integration of AI technologies, ensuring alignment with its mission to responsibly serve students and the community.

Ethical and responsible AI use should:

- Align AI initiatives with the mission, vision, and values of WHCCD.

- Ensure that AI is used to support and augment human capabilities.

- Promote equity, diversity, and inclusion in designing, developing, and deploying AI systems.

- Respect the privacy, security, and consent of students, faculty, staff, and stakeholders.

- Avoid submitting protected and confidential data to third-party AI tools and systems.

- Ensure the transparency, explainability, and accountability of AI systems and their outcomes.

- Adhere to the ethical principles and guidelines of professional associations and organizations related to AI and education.

- Reduce the likelihood of bias.

- Safeguard intellectual property.

Furthermore, WHCCD will create and maintain a document outlining guidelines and considerations to provide a foundation for the use of AI within the District.

The current version of the Guidelines and Considerations document can be found here: https://support.whccd.edu/hc/en-us/articles/41498478835603-AI-Use-at-WHCCD-Guidelines-and-Considerations

**Review and Approval**

WHCCD will implement and maintain a collaborative process for the evaluation of AI applications and features that incorporate data privacy, security, and other considerations to ensure alignment with other relevant policies and procedures. The evaluation process will be reviewed regularly.

The current version of Technology Review Processes can be found here: https://support.whccd.edu/hc/en-us/articles/1500009193141-Technology-Review-Processes

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