



ADMINISTRATIVE PROCEDURE

3775

DESERT COMMUNITY COLLEGE DISTRICT

Operational & Administrative Use of Artificial Intelligence

1. Introduction and Purpose

This procedure governs the responsible and ethical use of Artificial Intelligence (AI) technologies by College of the Desert (COD) employees to streamline administrative processes, enhance productivity, automate routine tasks, and support institutional decision-making. The primary goals are to protect College data, ensure fairness in operations, and maintain human oversight in critical administrative functions.

2. Scope

This procedure applies primarily to Staff (all administrative, classified, and temporary employees) and Leadership (Deans, directors, vice presidents, and other administrative leaders), covering the use of AI tools in administrative tasks, communication, decision-support processes, and data handling.

3. Core Principles for Administrative AI Use

The use of AI in operational and administrative processes will be guided by the following principles, emphasizing data security and equitable outcomes:

- **Privacy and Data Security:** The use of AI must comply with all applicable privacy laws and College policies (e.g., FERPA, HIPAA, GLBA, PCI where applicable). Personal identifiable information (PII) and sensitive data must be protected. AI tools should **only** be used in ways that are compliant with college data security and privacy policies.
- **Accountability and Responsibility:** Employees are ultimately responsible for the outcomes and impacts of their AI use in administrative functions. AI tools are aids, not substitutes for professional judgment or ethical decision-making.
- **Fairness and Equity:** Users must be mindful of potential biases in AI outputs used for administrative tasks (e.g., hiring, resource allocation) and strive to use AI in ways that promote fairness, inclusivity, and equitable opportunities.
- **Transparency:** When AI is used in processes that affect individuals (e.g., automated responses, data analysis for decision support, employee evaluations), its involvement and role must be transparently disclosed to the affected parties.
- **Compliance with Law and Policy:** All administrative AI use must comply with federal, state, and local laws, as well as all College policies and procedures.

4. Specific Guidelines for Operational Stakeholders

4.1. Staff

- **Operational Efficiency:** Utilize AI tools to enhance productivity, automate routine tasks, and improve service delivery, ensuring that human oversight remains in place for critical functions.
- **Data Handling:** Exercise extreme caution when using AI tools with college data, especially sensitive or confidential information. Do not input confidential College data into public AI tools. This strictly includes Personally Identifiable Information (PII), student educational records (e.g., transcripts, grades, student ID numbers), financial aid information, employee personnel files, health records, social security numbers, and sensitive campus security protocols or procurement contracts. Ensure all AI use complies with College Data Privacy and Security Policies (AP-5040).
- **Bias Mitigation:** Be mindful of potential biases in AI tools used for administrative tasks (e.g., hiring, resource allocation) and implement measures to mitigate them through human review.
- **Training:** Participate in training opportunities related to AI tools and ethical AI use provided by the College.

4.2. Leadership

- **Strategic Vision:** Develop and communicate a strategic vision for AI integration into operations that align with the college's mission and values, prioritizing ethical considerations and student success.
- **Resource Allocation:** Allocate resources for secure AI infrastructure, ethical AI training, and necessary support services.
- **Procedure Oversight:** Oversee the regular review and update of this administrative AI procedure to adapt to evolving technologies and best practices in operational governance.
- **Risk Management:** Identify and mitigate risks associated with AI adoption, including data security breaches, privacy violations, and unintended ethical concerns in automated processes.
- **Promote Responsible Innovation:** Foster a culture that encourages the responsible exploration and adoption of AI to improve efficiency while emphasizing ethical principles and human-centered design in service delivery.

5. Support and Resources

To ensure proper guidance and compliance, the following key resources are available to college stakeholders for support, training, and reporting.

Primary Support & Guidance

- Employees should contact their immediate supervisor for guidance on job-specific AI tool usage and data handling questions.
- Leadership should look to Executive Cabinet for strategic direction and procedure implementation.

Training & Resources

- Employees can access Human Resources or Information Technology for general AI awareness training and instruction on ethical use.
- Leadership should consult the Information Technology (IT) regarding AI infrastructure, security protocols, and technical resources.

Reporting Concerns

- Employees should report any operational concerns regarding AI use to their Immediate Supervisor.
- Leadership must report significant ethical breaches or challenges regarding this procedure to Human Resources or Information Technology.

Key Resources:

- College of the Desert Data Privacy and Security Policies (AP-5040)
- Information Technology (IT) Help Desk: For technical support and questions about approved AI tools and data security.

References:

Administrator: VP Administrative Services

Executive Cabinet Review: 4/14/26

College Planning Council, Review/Approval, 1st Reading: 4/24/26

College Planning Council, Review/Approval, 2nd Reading: 5/8/26

College Planning Council, Review/Approval, 3rd Reading: 5/22/26

Board of Trustees Information: 06/25/26

Next Review: 2032-2033