Dalton State College and AI

Introduction

Dalton State College embraces innovation as part of the college's academic mission, including Artificial Intelligence (AI). AI can be a beneficial tool and an asset within higher education for personalizing and supporting learning experiences and research. AI has diverse and versatile applications at Dalton State, both inside and outside the classroom. However, using AI should not function as a replacement for critical thought or personal academic effort and achievement. Therefore, the use of AI, while encouraged within a variety of academic and professional settings and contexts at Dalton State, will also be monitored for misuse, according to Dalton State's Ethical Conduct Policy and Student Code of Conduct. As AI develops and becomes more integrated within professional settings and the workplace, Dalton State policy will be monitored to ensure academic freedom is maintained.

During their academic careers, Dalton State students will learn about the ethical and appropriate use of AI. With the goal of helping students develop AI proficiency as the use of AI technology expands in various fields, the College will ask each discipline to use existing department/school curriculum committees or create similar committees to determine how AI can be addressed within the disciplines. Academic departments and schools will also be asked to identify AI liaisons to provide outreach and support to faculty in their application of AI. All information, such as Dalton State's AI Libguide, will be added to each class in GeorgiaView, and consideration will be given to adding an AI component to first-year experience. As AI is quickly evolving, Dalton State will also regularly provide faculty access to professional development related to AI.

AI Literacy

According to the University System of Georgia guidelines, Artificial Intelligence (AI) is defined as a technology family that enables computers to perform a variety of advanced functions, including the ability to process visual cues, understand and translate spoken and written language, analyze data, and make recommendations from those analyses. AI literacy includes both understanding artificial intelligence technology and possessing the skills to successfully utilize it. Critical thinking is key to AI literacy; one must be able to harness AI technology, assess AI output, and intelligently use the provided output to accomplish one's tasks.

To be AI literate, one must understand:
- What AI is, along with the basics of how AI functions and the different types of AI.
- How to use AI technology within the workplace and within one's chosen career and profession.
- Humans, rather than just being consumers of AI, are AI collaborators/partners.
- The ethical concerns of AI use.
- The limits of AI, especially related to accuracy and bias, and how to navigate these limits.

- How and when to cite the use of AI.

An institution's reputation is built on its commitment to ethical principles. Colleges and universities are held to high moral standards by the public, and unethical behavior—whether it's academic dishonesty, questionable research practices, or inappropriate use of AI—can severely damage their reputation. Dalton State is committed to transparency about when and how AI is used, including full disclosure where it might involve privacy and security issues as an institution. Because AI, at this stage, is known to reflect bias, Dalton State recognizes that AI must be used with awareness and discernment about bias. Dalton State also recognizes that we are responsible for understanding our community's and regional employers' needs for AI-literate graduates entering the workforce, including a strong understanding of its ethical use. Dalton State will be responsible for overseeing and updating these policies as needed and providing guidance on ethical practice.

Ethical Use

For Students

When AI use is permitted as part of a course assignment or other college activity, it is expected that students will adhere to the following guidelines.

Students will:
- Exclusively utilize the program(s) designated as permissible by the course instructor. This use will be limited as indicated in the instructions for the assignment or activity.
- Clearly indicate the use of AI as directed by the course instructor. This may include the submission of prompts or transcripts utilized to generate the AI content. Students may also be required to include properly formatted citations in the style indicated for the assignment (i.e., APA or MLA; please see "Citing AI-Generated Content" below).
- Respect the privacy of others and avoid entering personal information into AI programs without individual permission.
- Review materials generated by AI to ensure that the information is accurate and appropriate for the assignment.
- Comply with copyright rules when entering data into AI programs, and when utilizing data generated by AI programs.
- Follow the guidelines of appropriate oversight committees and/or organizations when engaging in research or when required by professional programs such as nursing, social work, or education. Any such requirements will be explained by the course instructor.

For Faculty, Staff, and Campus Personnel

When utilizing AI Technology faculty/staff/campus personnel will:
- Utilize AI in ways that encourage the development of skills, knowledge, and creativity, and not as a replacement for learning.
- Define the appropriate use of AI for students enrolled in their courses and include these in their syllabi.
- Adhere to current best practices for AI use in their professional/academic field when developing curriculum and/or materials for campus use.
- Ensure that materials generated by AI programs for student or campus use are accurate and free from bias.

- Reach out to students regarding suspected use of unauthorized AI programs prior to making a referral for academic misconduct.
- Learn about any AI detection programs they plan to use along with the associated benefits and challenges of utilizing that AI detection software.
- Be transparent regarding the use of AI in their work/curriculum when appropriate or beneficial to student learning.
- Avoid entering the private information of others, such as students, coworkers, staff, and administration, into AI programs without the appropriate authorization or permission.
- Follow the guidelines of appropriate oversight committees and/or organizations regarding AI use in the creation of scholarly and/or publishable materials and research.
- Respect copyrights when entering data into AI programs, and when utilizing data generated by AI programs.

Citing AI-Generated Content

It is important to properly credit the original authors/creators of ideas, images, and information. Different academic disciplines use different citing methods; the links below provide guidance for how to cite in the most commonly accepted styles:

- APA Style
- MLA Style
- Chicago Manual of Style

Purdue University's Libraries and School of Information Studies also provides useful examples of how to cite in each of the above styles.

Grammarly

Dalton State College provides students, faculty, and staff with access to Grammarly, and it is presumed that students may use Grammarly unless specifically noted otherwise by the faculty member. Faculty should be transparent with students about their policies and expectations for Grammarly use in each course and/or assignment. A simple prohibition of the use of AI is not sufficient to clearly prohibit use of Grammarly.

Security and Privacy

AI programs and chatbots use data entered by users in addition to their original datasets to train themselves, and this means that with most chatbots, data one enters may be stored and reused in ways one cannot control. Therefore, Dalton State personnel and students must never enter any sensitive, protected, regulated, or confidential data into a non-approved AI tool. The only exception to this general prohibition is for Microsoft CoPilot. Dalton State faculty, staff, and students may enter such data into Microsoft CoPilot as CoPilot contains protections against data training and misuse. This exception is available because Dalton State has negotiated contractual terms with Microsoft for Microsoft CoPilot with Enterprise Data Protection. As CoPilot has enterprise data protection, personnel and students are permitted to use CoPilot. CoPilot may be accessed using Dalton State credentials. Using CoPilot with Enterprise Data Protection helps secure data, excluding that data from datasets used by AI for model training.

Users should also be aware that AI can sometimes produce inaccuracies when providing output (known in the industry as "hallucinations"). It blindly trusts the reliability of any data in its

corpus. As a result, any problems with the data can be carried forward into generating problems in output. AI can also replicate biases that appear in the dataset, or in algorithmic design. In addition, it sometimes "makes up" answers, especially if the prompter keeps pushing.

Terms and Definitions

The following are some AI terms that users will find useful:

Artificial Intelligence (AI) – A technology family that enables computers to perform a variety of advanced functions, including the ability to process visual cues, understand and translate spoken and written language, analyze data, and make recommendations from heuristic analyses.

AI Bias – Also known as algorithm bias or machine-learning bias, AI bias refers to unfair or discriminatory AI results that reflect human biases, including historical and current inequalities.

Chatbot – A software application that imitates human conversation.

Deep learning (DL) – A method of AI that teaches computers to process data in a way that is inspired by the human brain. Deep learning models typically are used to recognize complex patterns in pictures, text, sounds and other data to produce accurate insights and predictions.

Generative AI (GenAI) – A form of AI capable of generating text, images, videos or other data using generative models, often in response to prompts. Generative AI differs from traditional AI models because of its ability to create new materials. Traditional AI models are trained to perform a specific task and are not designed to create anything new. Examples of traditional AI models include search algorithms, voice assistants such as Siri or Alexa, or grammar and spelling checkers.

Hallucinations - Conditions when an LLM process identifies patterns or objects that are nonexistent, creating nonsensical or inaccurate outputs.

Large Language Model (LLM) – A computational model recognized for the ability to achieve general-purpose language generation and other natural language processing tasks such as classification.

Machine Learning (ML) - A branch of AI and computer science that focuses on using data and algorithms to enable AI to imitate the way that humans learn, gradually improving its accuracy

Prompt Injection – A specialized type of cyber-attack against LLMs, whereby bad actors disguise malicious inputs as legitimate, resulting in the return of erroneous results or leaking sensitive information.

Training Data – A collection of information used to teach AI models to make decisions or predictions. Training data have been generated by humans in their work or other contexts in the past, meaning systemic biases can be perpetuated in AI data.

Sample Syllabus Statements

Faculty are welcome to use the sample AI statements below in their syllabi. These statements may be modified, or faculty may create their own.

AI Use Not Allowed
In this course, there is an emphasis on original content and creativity, so AI tools and applications, which include the use of such programs as Grammarly, are not allowed, whether in the generation of ideas and critical thought or the application of AI tools to complete class work and course assignments. Any use of AI will be addressed according to Dalton State's Ethical Conduct Policy and Student Code of Conduct.

AI Use Not Allowed Unless Explicitly Approved in Advance by Professor
In this course, there is an emphasis on original content and creativity, so AI tools and applications, which include the use of such programs as Grammarly, are not allowed, whether in the generation of ideas and critical thought or the application of AI tools to complete class work and course assignments. The professor reserves the right, on any assignment, to alter this rule to permit the use of AI as the professor sees fit. Unless specific written authority is provided, students should not use AI in this class. Any unauthorized use of AI will be addressed according to Dalton State's Ethical Conduct Policy and Student Code of Conduct.

Some AI Use Allowed
In this course, there is an emphasis on original content and creativity, so limited use of AI tools and applications are allowed and only as appropriate, where, for example, the use of generative AI to complete class work and course assignments and generate ideas that replace original and critical thought is not allowed. Appropriate uses of AI include spell check, grammar check, and synonym identification tools (i.e., traditional AI tools), as well as suggestions for rephrasing sentences or reorganization of original, human-generated paragraphs. Inappropriate uses of AI include using AI to generate entire sentences or paragraphs and having an AI platform generate all ideas and/or content for an assignment (i.e., generative AI tools). Any inappropriate use of AI will be addressed according to Dalton State's Ethical Conduct Policy and Student Code of Conduct.

AI Use Allowed
In this course, there is an emphasis on problem solving in a variety of situations and contexts, so AI tools and applications are allowed in the generation of ideas and critical thought and in the application of AI tools to complete class work and course assignments. When using AI, however, students must still be able to generate, assess, and explain their own approaches and assignments. In addition, students are expected to use proper documentation for any usage of AI tools. Any inappropriate use of AI will be addressed according to Dalton State's Ethical Conduct Policy and Student Code of Conduct.

AI Use Encouraged/Expected
In this course, there is an emphasis on understanding and employing the latest technological advancements and practices, so AI tools and applications are encouraged and expected in the generation of ideas and critical thought and in the application of AI tools to complete class work and course assignments. When using AI, however, students must still be able to generate, assess, and explain their own approaches and assignments. In addition, students are expected to use proper documentation for any usage of AI tools. Any inappropriate use of AI will be addressed according to Dalton State's Ethical Conduct Policy and Student Code of Conduct.