ARTIFICIAL INTELLIGENCE GUIDELINES

Artificial intelligence (AI) is a rapidly evolving area that is having an impact in higher education. Generative AI is artificial intelligence capable of generating text, images, or other media, using generative models. In 2023 alone, almost 5,000 new AI tools were expected to be introduced. (Martin, 2023)

CBU has prepared these Artificial Intelligence Guidelines[1] to assist faculty, staff, and students with highlighting appropriate practices for use of AI in the classroom. CBU will continue to monitor developments regarding AI and update these Guidelines as appropriate.[2]

Protect Confidential Data

AI tools do not create original thoughts or ideas. Instead, those ideas are gathered from sources on the web as well as information that is placed into the AI by users. Therefore, anything that is put into an AI can and will be used by that tool to generate information for other users.

Do not add:

- Confidential information, such as names, addresses, birthdates, ID numbers, grades, etc.
- Non-public research data

Be thoughtful before adding:

- Proprietary information (non-public) about CBU
- Your original work

Be Aware of Your Responsibility for the Work You Produce

AI tools gather information from the Internet, making these tools prone to the same mistakes users might make in an uninformed Google® search. Just as one would exercise caution using Wikipedia™ as an authoritative source, users must be vigilant and use critical thinking when evaluating content produced by generative AI tools.

Adhere to Current Policies for Academic Responsibility

CBU's Honor Code (Section 21 of the CBU Student Handbook) articulates the University's expectation that: "Academic work is evaluated on the assumption that the work presented is the Student's own, unless designated otherwise." With regard to the use of AI in academic work, CBU's Honor Code provides:

> "If use of AI is approved by the instructor, then the Student must include an acknowledgement statement noting which AI tools were used and stating that certain portion of the work the AI created. For example, '[t]he title of this paper was generated using suggestions from ChatGPT.')" Section 21.1.12

[1] Guidelines adapted and modified from the "Guidelines for Using ChatGPT and other Generative AI tools at Harvard" web page (Garber et al., 2023).

[2] These Guidelines are an instructional aid and not to be construed as a University policy.

Therefore, instructors are expected to be clear with students about policies on permitted uses, if any, of generative AI in classes and on academic work. Likewise, students are encouraged to ask their instructors for clarification about these policies. These critical communications will reduce the possibility of misunderstandings and potential violations of the Honor Code.

Be alert for AI-enabled Phishing

Generative AI tools have made it easier for malicious actors to create sophisticated cybersecurity scams (Garber et al., 2023). CBU expects users to exercise safe Internet use practices and CBU's ITS Department offers assistance to users to avoid falling victim to Phishing as well as other potential cybersecurity threats. CBU's Annual Cybersecurity Training provides helpful information and tips to avoid being a victim of Phishing as well as assist users to maintain a secure network. For further information as well as to report any suspicious emails immediately, contact CBU's ITS Helpdesk:

Tel. (951) 343-4444

Email: helpdesk@calbaptist.edu

References

CBU Faculty Handbook (InsideCBU login required)

CBU Student Handbook

Garber, A., Weenick, M., and Jelinkova, K. (2023). *Harvard University, Office of the Provost* (website). 7, August, 2023. https://provost.harvard.edu/guidelines-using-chatgpt-and-other-generative-ai-tools-harvard

Martin, N. (2023, June 5). The Boom of AI Tools. *Medium*. https://medium.com/nerd-for-tech/the-boom-of-ai-tools-d430060f5fe0#:~:text=2023%20is%20a%20surprising%20year%20for%20Artificial%20Intelligence%20with%20almost,the%20best%20strategy%20with%20them.

Zhao, R., Li, X., Chia, Y. K., Ding, B., & Bing, L. (2023). Can chatgpt-like generative models guarantee factual accuracy? on the mistakes of new generation search engines. *arXiv preprint arXiv:2304.11076*.