

Texarkana College AI Procedures

I. Purpose & Scope Texarkana College is committed to responsibly integrating Generative Artificial Intelligence (GAI) to enhance education, administrative functions, and institutional operations while ensuring compliance with ethical standards, data security, and privacy regulations. This procedure provides guidance on the acceptable use, governance, and oversight of AI within Texarkana College.

This procedure applies to all faculty, staff, and students using AI tools in academic, administrative, or operational capacities. AI tools covered include institution-approved AI platforms, publicly available AI tools, and AI-enhanced software used in College-related activities.

What is Generative AI?

Generative AI (GAI) is a type of artificial intelligence that can create new content, such as text, images, music, or even code, by learning patterns from vast datasets. Unlike traditional AI, which is designed to recognize patterns and make decisions based on predefined rules, generative AI can produce original outputs by mimicking the structures it has learned.

These AI models are trained on large collections of data and use algorithms to generate content that closely resembles human-created work. Generative AI tools, such as ChatGPT and image generation software, are increasingly being used in education, business, and creative fields to assist with problem-solving, idea generation, and automation. However, the responsible use of these tools requires careful consideration of accuracy, ethics, and security.

II. Alignment with Institutional Goals This procedure directly supports Texarkana College's 2024-2026 Strategic Plan by addressing the top priority of:

- **Success** – Establishing a team to assess best practices for the use of Artificial Intelligence (AI) and recommending policies and strategies for effective implementation into the curriculum.

By clearly defining guidelines, responsibilities, and acceptable uses, this procedure ensures the strategic and thoughtful integration of AI tools to enhance student success and faculty effectiveness, aligning closely with the college's commitment advancing our community through attainable higher education and lifelong learning.

The procedure actively promotes responsible AI use through resources including the AI website, weekly faculty/staff workshops, and the Learning Technology Team on Microsoft Teams.

III. Guiding Principles

Texarkana College encourages the adoption of AI while ensuring:

1. **Human Oversight** – AI should complement, not replace, human decision-making. Important decisions, particularly those affecting student outcomes or institutional procedures, must remain subject to human oversight and verification.
 2. **Privacy & Security** – AI use must comply with [Texarkana College's Information Security Program](#), the [Family Educational Rights and Privacy Act \(FERPA\)](#), and applicable [Human Resources](#) policies to ensure data protection, confidentiality and compliance with federal regulations and internal standards. Special care must be taken to protect sensitive information, maintain privacy, and secure institutional data when integrating AI tools.
 3. **Transparency & Accountability** – Faculty, staff, and students must disclose AI use transparently where applicable, ensuring clarity on how and when AI tools are used in coursework, assessments, administrative functions, and communication. Proper documentation and attribution of AI-generated content are mandatory to maintain academic and operational integrity.
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IV. Acceptable Uses of AI

1. **Teaching & Learning**
 - Faculty may integrate AI into coursework to enhance learning, provided students are made aware of acceptable and unacceptable uses through course syllabi and classroom discussions.
 - AI tools may support personalized learning experiences, facilitate deeper understanding, and enhance creativity and innovation in teaching practices.
 - Students must adhere to academic integrity standards when using AI in assignments, projects, and assessments.
 - AI-generated work must be properly cited in accordance with institutional guidelines to ensure transparency and integrity.
2. **Administrative & Operational Use**
 - AI may be used for workflow automation, student support services, and communication purposes.
 - AI may assist in data analysis and reporting, provided that usage strictly adheres to confidentiality and security protocols.
 - AI tools should **not** be used to process personally identifiable information (PII) without prior approval from the appropriate authorities, consistent with the [Texarkana College Information Security Program](#).

Public Disclosure of AI Use

1. Disclosure Requirements

- **All AI systems that engage with the public must clearly disclose their nature and purpose** at or before the point of interaction.
- A disclosure must include:
 - Identification that the user is interacting with an AI system;
 - The general purpose of the AI system (e.g., “to provide automated responses”);
 - A caution that AI-generated responses may be incomplete or inaccurate;
 - A notice not to submit sensitive personal information (e.g., SSN, student ID, financial or medical details); and
 - A method for contacting a **human representative** for clarification or assistance.

Example Standard Banner:

“You are interacting with an AI-powered assistant. It generates automated responses based on approved data sources. Do not include sensitive or personal information in your message. A Texarkana College staff member can assist if needed.”

Example Footer Notice:

“This tool uses generative AI to assist users. Responses may not reflect official College policy. For verified information, please contact the appropriate department or visit texarkanacollege.edu.”

2. Placement

- The short disclosure must appear at the entry point of all AI interfaces (e.g., chatbot welcome screen, helpdesk portal, or email autoresponder).
- The detailed disclosure must appear in the footer, transcript summary, or on a linked “AI Transparency and Privacy Notice” webpage.

3. Accessibility and Equity

- All disclosures must be **accessible** (WCAG 2.1 AA compliant) and readable at a 9th–10th grade level.
- Alternate formats (text-to-speech, captioning, or print statements) must be provided where required under ADA or Section 504.

4. Oversight

- The **Executive Director of IT (CIO)** oversees implementation and technical accuracy of disclosures.

- The **Vice President of Instruction (CAO)** ensures disclosures for instructional or learning systems meet academic standards.
- All disclosures must be **reviewed annually** by the **AI Governance Committee** and updated as technology or regulations evolve.

5. Legal Reference

- This disclosure section fulfills Texas HB 149 (2025), Section 5(b), requiring public entities to notify users when interacting with AI systems.
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V. Prohibited Uses

- Using AI tools to fabricate, falsify, or misrepresent information (see [Academic Dishonesty Policy](#)).
- Inputting confidential student, faculty, or institutional data into unauthorized AI systems (see [Information Security Program](#)).
- Relying solely on AI for high-stakes decision-making without human verification.
- Using AI-generated content without proper attribution.

In accordance with [HB 149](#) (2025), Texarkana College also prohibits the development or deployment of AI systems that:

- Promote self-harm, violence, or criminal activity;
 - Conduct “social scoring” or algorithmic classification that leads to unfair treatment;
 - Perform biometric identification or data scraping without consent;
 - Discriminate against protected classes or suppress lawful expression; or
 - Generate or alter explicit or deepfake content involving or impersonating minors.
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VI. Implementation & Compliance

- **Faculty Responsibilities** – Clearly define AI use policies in course syllabi, ensure students understand ethical considerations, and follow guidelines outlined in the [Faculty Handbook](#).
- **Staff Responsibilities** – Ensure AI aligns with institutional policies, does not compromise data security, and adheres to guidelines outlined in the [Catalog & Student Handbook](#).
- **Student Responsibilities** – Follow academic integrity guidelines outlined in this procedure and in the Texarkana College Catalog & Student Handbook. Seek clarification before using AI tools.
- **Monitoring & Review** – The IT Technology Committee will oversee AI adoption, provide training, and update procedures as necessary.

Tier	Definition / Description	Typical Examples	Governance Requirements
Tier 1 – Informational (Low Risk)	Systems that assist users with general information, tutoring, drafting, or analysis but do not access or store sensitive data and do not make autonomous decisions affecting individuals.	Chatbots answering FAQs, grammar checkers, image generators for instruction, summarization tools using public data.	• Department-level approval. • Disclosure of AI use to users. • Annual self-review by the area owner.
Tier 2 – Assistive (Moderate Risk)	Systems that support human decision-making or use limited institutional data (directory info, student ID numbers, or internal text) under human oversight.	LMS-embedded AI grading suggestions, analytics dashboards, administrative automation tools.	• Pre-approval by AI Governance Committee. • Data security review by IT. • Staff/faculty training required. • Annual review and accuracy/bias testing when applicable.
Tier 3 – Heightened Scrutiny (High Risk)	Systems that autonomously make or strongly influence consequential decisions involving eligibility, academic standing, or access to resources, or that process sensitive or protected data (FERPA, ADA, PII).	Predictive analytics influencing financial aid or admissions, AI-based proctoring, early-alert or retention algorithms, automated evaluation of performance.	• Mandatory Risk & Impact Assessment (RIA). • Bias testing and accessibility validation prior to deployment. • Human-in-the-loop review for all decisions. • Appeals process for affected individuals. • Annual audit by the AI Governance Committee. • Vendor contract must include “no model training on College data” clause.

Texarkana College hereby establishes an AI Governance Committee composed of:

- **Executive Director of IT (CIO)** – oversees security, data governance, and vendor oversight.
- **Vice President of Instruction (CAO)** – manages academic policy, syllabus integration, and instructional integrity.
- **Vice President of Administrative Services** – coordinates compliance and HR training accountability.

- **Legal Counsel (external or retained)** – provides legal review for contracts, FERPA, privacy, and statutory compliance.
- **Institutional Research/IE Representative** – ensures AI metrics are integrated into the College’s Institutional Effectiveness cycle.
- **Registrar/FERPA Officer** – ensures privacy compliance.
- **Disability Services Representative** – ensures accessibility in AI-supported instruction.
- **HR Coordinator or HR Generalist** – monitors and reports AI training completion compliance.
- **Faculty and Student Representatives** – provide feedback and serve as liaisons for academic and student perspectives.

The AI Governance Committee meets quarterly to:

- Maintain an AI System Inventory;
- Classify systems by risk tier (Tier 1 Informational, Tier 2 Assistive, Tier 3 Heightened Scrutiny);
- Conduct annual risk and bias assessments;
- Publish an annual AI Use Report aligned with the Institutional Effectiveness cycle; and
- Review and update the AI Procedure annually.

All employees and faculty must complete annual AI literacy training equivalent in scope to cybersecurity training. HR will track completion through the LMS and maintain records for audit.

Texarkana College will maintain a “Report an AI Concern” portal for employees, students, and the public. Alleged violations will be reviewed by the AI Governance Committee and, if necessary, referred to external legal counsel or the Texas Attorney General’s Office per [HB 149](#) enforcement procedures, which allow a 60-day cure period before penalties.

VII. Review & Updates This procedure will be reviewed annually to adapt to evolving AI advancements, institutional needs, and regulatory changes. Updates will be made in consultation with faculty, staff, and the IT Technology Committee.

Review Date	Reviewed By	Summary of Changes	Approval Date	Approved By
[2/25/2025]	Faculty AI Subcommittee	Initial Procedure Creation/Discussion	[MM/DD/YYYY]	[Approver Name]
[10/06/2025]	IT Committee	Addition of HB requirements	[MM/DD/YYYY]	[Approver Name]
[MM/DD/YYYY]	IT Committee	[Description of Changes]	[MM/DD/YYYY]	[Approver Name]

VIII. Selected Available Resources

- [A People's Guide to AI](#) – A comprehensive guide to understanding AI, machine learning, and their societal implications.
- [A Generative AI Primer](#) – An introduction to generative AI and its impact on education.
- [The Faculty Guide to Getting Started with Gen AI](#) – 20 activities and 9 lesson plans developed in collaboration with UT Austin and Grammarly.
- [Prompt Engineering Workshop](#) – A searchable collection of prompts presented by the Texas Pioneer Foundation.
- [Bringing AI to Schools](#) – Guidance for school leaders on integrating AI into education.
- [AI Bytes](#) – AI4ALL Open Learning offers free AI curriculum and teacher resources.
- [Critical AI Literacy](#) – A curated collection of resources covering AI ethics, policy, and education.
- [Harvard AI Code of Conduct](#) – Harvard's student-developed AI Code of Conduct emphasizing responsible AI use.
- [Syllabi Policies for AI](#) – A collaborative resource for educators sharing AI syllabus policies.
- [Artificial Intelligence and the Future of Teaching and Learning](#) – A U.S. Department of Education report on AI in education.
- [Daily Curriculum](#) – A curriculum from MIT designed to educate students on AI fundamentals and ethics.
- [Learn with AI](#) – A toolkit for educators integrating AI into their teaching.
- [Citing AI \(APA\)](#) – APA guidelines for citing ChatGPT and other AI-generated content.
- [TRAILS](#) – A \$20M NSF-funded initiative for ethical AI in law and society.
- [AI Education Project](#) – Resources for integrating AI into teaching at various levels.
- [CRAFT](#) – Free AI literacy resources for high school teachers.
- [101 Creative Ideas](#) – A crowdsourced collection of AI applications in education.
- [AI: A Guide to Thinking Human](#) – A blog covering AI developments by Melanie Mitchell.
- [Citing AI \(MLA\)](#) – MLA guidelines for citing generative AI tools.
- [Generative AI and the Transformer](#) – An exploration of generative AI's impact on industries.