01-00-01 Use of Artificial Intelligence

PURPOSE

Nashville State Community College supports the use of artificial intelligence (AI), including Generative AI (Gen AI), to assist students, faculty, and staff in achieving their goals more successfully. Artificial Intelligence has the potential to enhance learning experiences, streamline research processes, improve administrative efficiency, and foster innovation across all aspects of education. This policy establishes flexible guidelines to encourage responsible and effective use of AI at Nashville State Community College, while upholding academic integrity, information security, data governance, privacy, and ethical standards.

DEFINITIONS

The following definitions are applicable to this policy:

- **Artificial Intelligence or AI.** Refers to computer systems or software designed to perform tasks that typically require human intelligence. These tasks include learning from data, identifying patterns, solving problems, making decisions, processing natural language, and adapting to new information. AI covers a broad range of technologies, such as machine learning, natural language processing, and robotics, and is used to improve efficiency, accuracy, and innovation across various fields.

- **Generative AI or Gen AI.** A subset of artificial intelligence that creates new content by learning patterns and structures from existing data. Generative AI models can produce outputs across various domains including text, images, audio, video, and code among others. Gen AI can be a standalone system or integrated into other software and services.

- **Private or Proprietary Generative AI System**. Refers to an artificial intelligence system or software owned and controlled by a specific individual, organization, or entity. These systems rely on proprietary algorithms, data, or models not available to the public, and their usage, distribution, and underlying technology are typically restricted by licenses, patents, or other intellectual property and data privacy protections. These systems require that users adhere to strict data usage guidelines.

- **Confidential Information.** Any information that should be protected from dissemination pursuant to law, policy, guideline, or due to the potential risks or harm that could result from its unauthorized disclosure. Confidential Information includes Personally Identifiable Information (PII) as defined in TBR Policy 1.08.04.00, Personally Identifiable Information, confidential student information, financial information, individual health information, legally protected intellectual property, sensitive research data, information that is not subject to disclosure under the Tennessee Public Records Act, information that is prohibited from disclosure in a license agreement or other contract, and any other information that should not be shared publicly.

POLICY/GUIDELINE

I.   **General Information**

   A.   Nashville State is committed to the responsible, efficient, and ethical use of artificial intelligence and other emerging technologies.

   B.   Artificial Intelligence, including Generative AI, is a tool that can assist Nashville State students and employees. AI tools are not a substitute for creative, scholarly, or critical thinking. Users should recognize that Generative AI, while a rapidly improving technology, has significant limitations, can make errors, and may provide biased results. Users are responsible for the Generative AI-produced content they use for their academic activities and in the course of their employment.

   C.   Artificial Intelligence, including Generative AI use, must be consistent with existing TBR and Nashville State policies.

   D.   Any purchase or other procurement of an AI tool must be consistent with applicable procurement policies and approved by the Technology Service Division (TSD), which should be consulted early in the procurement process.

   E.   TSD may restrict or prohibit using AI tools, including Generative AI, on college-owned computer systems or with college-issued credentials. This action may be made if TSD determines that the tools do not comply with TBR data governance standards, pose an unacceptable risk to information security, or for other reasons deemed necessary.

II.   **Protection of Confidential Information and Copyrighted Material**

   A.   Generally, prompts and other information entered into a Generative AI system are stored and may be used to further train the system. Therefore, Confidential Information should not be input into a public Generative AI system.

   B.   Digital information use in college libraries is subject to license agreements. Some publishers and vendors consider uploading licensed information into AI tools, including Generative AI, to be a violation of these agreements. Users are responsible for understanding the terms of license agreements before uploading information from college libraries into AI tools.

   C.   TBR colleges and employees must respect copyrights. Under the Fair Use doctrine, limited portions of copyrighted material may be used without permission for purposes such as criticism, commentary, teaching, scholarship, or research. Whether a particular use qualifies as Fair Use is dependent on the circumstances and can be complex. Uploading licensed materials into AI tools, including Generative AI, may exceed Fair Use limits, and it is the responsibility of users to consult guidelines or seek permission where required.

   D.   Consequences of providing Confidential Information or copyrighted material to a Generative AI tool may include:

1. Violation of privacy laws, including FERPA and the Gramm-Leach-Bliley Act, as well as related policies and guidelines.

2. Loss of intellectual property rights.

3. Violation of the intellectual property rights of others.

4. Violation of licensing agreements with third parties, as well as federal and state laws regarding intellectual property, including copyright laws.

E. Patient and other medical information relating to individuals, whether or not it meets the definition of personally identifiable information under HIPAA, should not be uploaded into an AI tool without specific instructions from an appropriate person. E.g., an instructor for students, or a supervisor for employees.

III. Instructional and Classroom Use of AI Tools

A. Nashville State encourages faculty to guide students in becoming proficient, responsible, and ethical users of AI tools, including Generative AI, when such use aligns with institutional policies, course objectives, and academic goals.

B. Faculty, working within institutional policies and guidelines, have broad discretion to set the terms under which students may or may not use both Generative AI and other forms of artificial intelligence in their classes. Faculty may completely prohibit the use of Generative AI and other forms of AI in some or all academic endeavors.

C. Faculty are responsible for clearly communicating the acceptable and unacceptable use of Generative AI and other forms of artificial intelligence in their classes.

1. Unauthorized or inappropriate use of Generative AI or other forms of artificial intelligence may violate Nashville State Policy on Student Conduct & Disciplinary Sanctions. Violations can lead to academic consequences, such as a failing grade on an assignment or in the course, or other disciplinary sanctions under the policy. It is recommended that faculty establish clear AI-use guidelines in their course policies at the beginning of each semester and include them in their syllabi. These guidelines should outline acceptable and unacceptable uses of AI, specify when and how AI tools may be used, establish expectations for academic integrity and citation practices, and clarify the consequences of unauthorized use.

2. The Nashville State Teaching Center will provide continuous training for faculty on the use of AI tools and provide other resources regarding AI and teaching and learning. The TBR AI Collaborative also provides faculty with access to a selection of AI resources.

3. Faculty and staff should be aware that tools designed to detect AI-generated content may not be reliable or accurate. These detection tools can produce false

positives (misidentifying human-written work as AI-generated) and false negatives (failing to detect AI-generated content). These tools should not be used as the sole method for evaluating student assignments or assessing academic integrity.

IV. **Use of Generative Artificial Intelligence (Gen AI) in Research**

   A. Generative AI can enhance various aspects of research if used conscientiously, ethically, and with acknowledgement of its limitations and the need for human oversight. Any use of Gen AI in research must adhere to the applicable data security, ethical, intellectual property, and publication requirements as well as relevant regulatory criteria.

   B. AI-generated content and processes should be attributed and cited in accordance with applicable standards. This includes appropriately citing any output created with the help of Generative AI tools as well as citing the specific tool, along with the scope of its contribution to the research. Refer to discipline-specific style guides for citation expectations.

   C. Researchers are responsible for ensuring the accuracy, reliability, and fairness of AI-generated data, analysis, and results. Any use of Generative AI in human subjects research, as defined in the federal regulations (45 CFR Part 46), must receive and be consistent with Institutional Review Board approval, along with any necessary administrative and compliance approvals, prior to starting the research to ensure adherence to ethical standards and protection of participant rights. Researchers are responsible for obtaining participants' consent, respecting participant expectations, minimizing risks, and protecting identifiable private information collected, analyzed, or generated in AI-assisted research.

   D. The Principal Investigator and other researchers with approved access to confidential information are responsible for maintaining its integrity, ensuring its privacy, and implementing data security protocols. Researchers should ensure that any Generative AI tools employed are compliant with relevant data protection laws (e.g., FERPA), and TBR and institutional policies and guidelines on data security, data ownership, and privacy.

V. **Use of Generative AI for Employees**

   A. Employees are permitted and encouraged to use AI tools, including Generative AI to increase efficiency and productivity, subject to the requirements of this policy, TBR policies, and relevant supervisory criteria.

   B. Employee use of AI must comply with any applicable ethical or professional standards.

   C. Improper use of AI tools, including Generative AI, may subject an employee to disciplinary action in accordance with relevant policies and guidelines.

D. Nashville State will provide training for employees on the use of AI tools and provide other resources regarding the use of AI. The TBR AI Collaborative also maintains resource and training materials for employees.

SOURCES

- TBR Policy 1.08.10.00 Use of Artificial Intelligence

RELATED POLICIES

- TBR Policy 1.08.10.00 Use of Artificial Intelligence
- TBR Policy 1.08.04.00 Personally Identifiable Information

This policy is subject to consistent updates due to the rapidly changing nature of AI.

Approved by NSCC Cabinet 2/23/26