



Jackson College Board of Trustees

Monitoring Report: EL-13 Use of Artificial Intelligence & Machine Learning

[FULL COMPLIANCE]

Note: Board Policy is indicated in bold typeface throughout the report.

I present this monitoring report to the Jackson College Board of Trustees which addresses the Board's Policy EL-13: "Use of Artificial Intelligence & Machine Learning". I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below. Please note that all of my interpretations of the policy remain unchanged from the previous report, unless otherwise noted.

Daniel J. Phelan, Ph.D.
President and CEO

08.11.25
Date

EXECUTIVE LIMITATIONS STATEMENT:

The CEO shall not cause or allow the use of Artificial Intelligence (AI) and machine learning technologies to deviate from ethical standards, compromise privacy, or fail to align with the Board's Ends priorities and the institution's mission.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

- 1. Avoid ethical and legal compliance regarding AI utilization.**

INTERPRETATION:

I have interpreted that compliance will be demonstrated when:

- All AI technologies used by the College meet existing federal and state regulations, and institutional policies related to technology and privacy.
- AI implementations adhere to the AI ethics principles recognized in higher education, such as transparency, fairness, and accountability.

- An institutional AI ethics review protocol is established and applied before any AI deployment.

This interpretation is reasonable because ethical and legal alignment ensures institutional integrity and protects stakeholders from harm, aligning with the Board's commitment to equity and fairness.

EVIDENCE:

Evidence is in reference to an ongoing pilot project with the objective of improving Student Retention and Completion leveraging Learning Management System data and Google AI tools.

As confirmed by the CIO on 07.25.25, this project operates in compliance with the college's established Information Security Policy, which governs all technology projects. Project governance is managed by a multi-stakeholder body that includes the Leadership Council, Information Technology, and Academic representatives, serving as the institution's AI ethics review protocol. This team ensures that the project's design and implementation adhere to all institutional policies and align with recognized AI ethics principles of fairness, transparency, and accountability. Prior to deployment, the initiative will undergo a final readiness and adherence review by the Leadership Council to ensure all ethical and legal standards are met.

2. Neglect protection for individual and institutional privacy and security.

INTERPRETATION:

I have interpreted that compliance will be demonstrated when:

- AI systems undergo risk assessments to identify privacy vulnerabilities.
- Data used by AI systems is anonymized where appropriate and access is restricted based on roles.
- Security protocols follow the National Institute of Standards and Technology (NIST) or equivalent standards.

This interpretation is reasonable because protecting data upholds individual trust and institutional reputation, foundational to mission-aligned operations.

EVIDENCE:

As confirmed by the CIO on 07.25.25, the initiative is architected on the Google Cloud Platform, which adheres to nationally recognized security standards, including those outlined by NIST. All input and output data related to student learning management system activity is subject to review for adherence to the college's Information Security Policy. To protect individual privacy, processes including data anonymization and masking are executed on sensitive student information before it is used for analysis. Furthermore, access to data within the Google BigQuery environment is strictly controlled through role-based access controls, applying the

principle of least privilege at the dataset, table, and column/row levels to prevent unauthorized access

3. Operate AI systems without transparency and accountability for use.

INTERPRETATION:

I have interpreted that compliance will be demonstrated when:

- All AI tools in use have publicly available summaries describing their purpose, function, and limitations.
- Designated personnel are accountable for each AI system, with clear reporting lines and oversight.
- Periodic internal reviews or audits are conducted and reviewed by leadership.

This interpretation is reasonable because transparency fosters trust, and accountability ensures AI is used in a way consistent with Jackson College institutional values.

EVIDENCE:

As confirmed by the CIO on 07.25.25, accountability for the Student Retention and Completion AI Initiative is established, with the Chief Information Officer (CIO) holding designated responsibility for the project and its adherence to all relevant policies. The initiative utilizes leading, commercially available AI tools from Google Cloud (BigQuery and Vertex AI), whose purposes and functions are extensively documented. Project scope, objectives, status, and limitations are communicated with transparency during routine leadership meetings, which serve as a mechanism for periodic review and oversight.

4. Fail to consider the impact of AI on education and employment.

INTERPRETATION:

I have interpreted that compliance will be demonstrated when:

- AI is used to enhance, not replace, the role of educators or support staff.
- Any AI deployment with employment implications is reviewed with HR and union representation as applicable.
- Academic integrity and learning outcomes are maintained or improved by AI use.

This interpretation is reasonable because the College's human capital is essential, and AI must support instructional quality or fair employment.

EVIDENCE:

As confirmed by the CIO on 07.25.25, the guiding principle of this and all initiatives is to enhance, not replace, the vital work of our educators and support staff. The

project is designed to provide faculty and advisors with timely, actionable insights to support student success, thereby improving learning outcomes. The scope and objectives are vetted by a cross-functional AI Committee, which provides broad oversight to ensure the project's goals remain aligned with this principle. This governance structure ensures that the AI is used as a tool to augment the human expertise that is essential to the college's mission. Frequent updates are provided at Cabinet and Leadership meetings.

5. Neglect to provide relevant and ongoing training and awareness of AI, its strengths, limitations, and responsibility for its use.

INTERPRETATION:

I have interpreted that compliance will be demonstrated when:

- Annual training is offered for faculty, staff, students, and trustees on the responsible use of AI.
- Clear user guidelines are provided with each AI tool.
- Sanctions or remediation measures are outlined for misuse.

This interpretation is reasonable because informed and prepared stakeholders are less likely to misuse AI and more likely to apply it effectively and ethically.

EVIDENCE:

As confirmed by the CIO on 07.25.25, the college has implemented ongoing training activities initiated by the AI Committee. This includes frequent training events held throughout the year and training sessions scheduled during Convocation for all faculty and staff. To ensure continuous access to information, a dedicated AI resource page has been established on the college website. This page is designed to contain training materials, user guidelines, and other resources to promote the responsible and effective use of AI tools across the institution.

The Jackson College Board of Trustees assessed this monitoring report and found that it demonstrated compliance with a reasonable interpretation of the policy at the regular Jackson College Board meeting on August 11, 2025.