May 22, 2023

To the John Carroll University community:

With recent developments in artificial intelligence and associated consumer technologies, a group of faculty members at JCU have outlined a draft statement on the use of these technologies at the university—including proposed lists of appropriate and inappropriate usages.

While the JCU Academic Honesty policy specifically states that "All work submitted for evaluation in a course…must represent only the work of the student unless indicated otherwise", the advent of tools such as ChatGPT may make this statement more ambiguous than it has been historically.

In an effort to address this topic, the University Committee on Educational Policies is requesting preliminary feedback on the following document—initially reviewed by both UCEP and Faculty Council. We are garnering *initial input* over the summer in order to further understand the context and usages for this technology before drafting and presenting a formal policy proposal to the community in fall 2023.

The intent of the future policy is to provide guidelines which instructors may use in their courses. Ultimately, however, individual instructors are encouraged to contextualize the policy in light of their course materials and should feel enabled to define additional appropriate uses of AI when the course objectives include capitalization of this technology. Just as Academic Honesty policies should be considered and can be individualized per course via the syllabus (in addition to sanctions for violations thereof), it is the suggestion of both the faculty authors and UCEP that a brief statement on the use of AI be added to syllabi in the future so that students have clear, course- and discipline-specific guidelines.

Please use the google form linked to jcu.edu/university-committees/ucep/ucep-policy-proposals-under-review to leave comments on this draft statement. Questions can be directed to UCEP co-chair Meghan Gibbons, mgibbons@jcu.edu.

Best,

Meghan Gibbons, on behalf of the University Committee on Educational Policies

Draft of a Syllabus and Policy Statement for Artificial Intelligence (AI) Assistance

Artificial Intelligence (AI) Assistance
This policy provides an overview of approved and prohibited uses of this technology as guidance for students and faculty across the University. Sanctions for unapproved uses will follow the Academic Honesty policy laid out in the bulletin and be specifically outlined in course syllabi.

Learning to write while at the university is one of the most critical ways that students learn about an academic discipline. Writing fosters the deep learning and cognitive development fundamental to a university education and crosses into other information literacy practices, including learning how to use statistics, images, video, audio, art, and other disciplinary tools.

As a result of advances in artificial intelligence over the past few years, there are now numerous tools available to students to assist with writing, as well as with information literacy practices across all disciplines. These tools include not only Grammarly and predictive text but more advanced and expansive programs like ChatGPT.

While there are legitimate uses of all of these programs, it is necessary for students and faculty to understand when AI assistance crosses a line.

Using this Policy in the Classroom
An abbreviated version of this policy would be appropriate for an instructor's syllabus. Instructors are encouraged to:
- Amend this policy to a short paragraph for the syllabus/Canvas site
- Amend the policy to the same level/length as the syllabus Plagiarism language
- Individualize the policy to the specific course
- Please indicate explicitly on your course syllabus which uses of AI are acceptable/unacceptable in this course

Examples of Acceptable Uses of AI Assistance:
- Developing a topic for writing
- Generating search terms and finding databases for research
- Formatting citations
- Detecting errors and receiving general suggestions for improving a text without using AI tools to explicitly rewrite it
- Searching for specific information hints for further research as one would do with search engines, browsers, and databases
- Generating AI art, audio, image, or video with proper credits to the AI tool used
- Generating basic codes for further development outside of the AI tool
- Generating Search Engine Optimization (SEO)*-friendly copy from one's originally composed texts—written, audio, video, and images.
- Generating SEO-friendly keyword or key phrases from one's original work
- Detecting fake content or plagiarized materials
- Data analysis as one will do with other data analysis tools, with proper credits
- Data mining: This process is (almost) always automated even now, but as AI advances (including Chatbot), it will play a greater role in looking for those patterns.

Examples of Unacceptable Uses of AI Assistance:

- Using AI to write entire essays or complete unfinished portions of an assignment
- Rewriting significant portions of a text
- Uses that violate the spirit of this policy - which is to ensure that assignments, including but not limited to writing assignments, accurately convey the author's original ideas, abilities, and voice - are also considered unacceptable, even if they conform to some specifics
- Not properly crediting AI tools for any artistic piece used for illustrative purposes

* The process by which people associate terms with their websites to increase the likelihood that the algorithms pick them up.