

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.9005 Artificial Intelligence Governance And Responsible Use Policy

I. Title of Policy

Artificial Intelligence Governance and Responsible Use Policy

II. Objective of Policy

Brookdale Community College recognizes that Artificial Intelligence (AI) technologies have the potential to enhance teaching and learning, student success, research, administrative operations, and institutional effectiveness. The College also recognizes that AI presents important considerations relating to privacy, security, intellectual property, transparency, accessibility, academic integrity, and ethical decision-making.

The purpose of this Policy is to establish the College's commitment to the responsible, ethical, secure, and lawful use of Artificial Intelligence and to authorize the President to develop and implement regulations governing the use of AI throughout the College.

III. Authority

- N.J.S.A. 18A:64A-12
- Board Bylaws 1.2050 and 1.3054
- Applicable federal and State of New Jersey laws governing privacy, records management, accessibility, cybersecurity, and data protection.

IV. Policy Statement

Brookdale Community College supports the responsible use of Artificial Intelligence in furtherance of its educational mission and institutional operations.

The College is committed to ensuring that AI technologies are used in a manner that:

1. Promotes innovation, teaching, learning, research, and operational excellence;
2. Protects the privacy, confidentiality, security, and integrity of institutional, employee, and student information;
3. Complies with applicable federal and state laws, accreditation expectations, and College policies;

4. Promotes fairness, transparency, accountability, accessibility, and ethical decision-making;
5. Supports academic integrity and responsible scholarship; and
6. Appropriately manages risks associated with the acquisition, development, implementation, and use of AI technologies.

All members of the College community who utilize Artificial Intelligence in connection with College activities are expected to do so in accordance with College regulations.

The President is authorized to establish, amend, and implement regulations, procedures, standards, and guidance governing the acquisition, development, implementation, management, and use of Artificial Intelligence technologies. Such regulations may include, but are not limited to:

- acceptable uses of AI technologies;
- data privacy, cybersecurity, and confidentiality requirements;
- governance and oversight responsibilities;
- academic and administrative uses of AI;
- procurement and vendor requirements;
- disclosure and transparency expectations;
- risk assessment and approval processes;
- training and professional development; and
- compliance with accreditation standards and applicable law.

V. Responsibility for Implementation

The President shall be responsible for implementing this Policy and for establishing such regulations and administrative procedures as may be necessary to ensure consistent compliance throughout the College.

Implementation of the President's regulations shall be College-wide. All Trustees, employees, students, contractors, and other authorized users of College resources are responsible for complying with this Policy and its implementing regulations.

Approved: Board of Trustees, 10/27/2026