HUDSON COUNTY COMMUNITY COLLEGE
AI STRATEGY & GOVERNANCE COUNCIL

A TRAFFIC LIGHT GUIDE TO RESPONSIBLE AI

A practical framework for faculty and staff

At Hudson County Community College, AI is used to **expand opportunities, support student success**, and **enhance our work**. This guide provides a shared framework to help faculty and staff make informed, responsible decisions about the use of artificial intelligence in teaching, learning, and college operations. It grounds the College's Responsible AI Guiding Principles in everyday practice, supporting **ethical innovation** while reinforcing **human accountability, transparency, fairness, and privacy.** What follows is not policy, but a **practical framework** to guide responsible decision-making as AI continues to evolve. Not every situation will fit neatly within these examples, and professional judgment remains essential.



GREEN - Responsible & Encouraged AI Use

Clearly supports **student success, access**, and effective **college operations**. These uses align with HCCC's Responsible AI Guiding Principles and **present low risk** when **human oversight** is maintained. AI is used to support, not replace, human judgment and decision-making.

Examples:

1. **Summarizing Institutional Resources for Students:** AI is used to summarize publicly available information (e.g., tutoring services, advising options, or support resources) into student-friendly language.
   - » *Improves clarity and helps students more easily access support without introducing risk to sensitive or institutional information.*
2. **Captioning and Accessibility Tools:** AI transcription tools generate captions for recorded lectures or videos, with review for accuracy before use or distribution.
   - » *Improves accessibility and supports inclusive learning environments while maintaining responsibility for the accuracy of instructional materials.*
3. **Idea Generation for Grants and Initiatives:** Faculty and staff use AI to brainstorm ideas, identify themes, or generate starting points for grants, projects, or initiatives, followed by human review and refinement.
   - » *Supports innovation and collaboration while maintaining professional judgment and accountability.*
4. **Student Support Chatbot:** A vetted and college-approved AI chatbot answers FAQs about tutoring, registration, or financial aid using public HCCC information.
   - » *Expands access to student services and supports 24/7 assistance, while maintaining clear pathways for students to connect with a human for additional support or clarification.*
5. **Course Design Ideation and Brainstorming:** Faculty use AI to brainstorm ideas for activities, examples, or approaches to support student learning.
   - » *Expands instructional possibilities while keeping all final course design decisions and materials under faculty control.*

Use When:

- The information being used is public or non-sensitive
- The use of AI is low risk and supports a clear purpose
- Human review and oversight are maintained before use or sharing
- AI is used to support, not replace, human judgment and decisionmaking
- AI use is properly attributed when it meaningfully contributes to content or work



YELLOW - Use with Caution / Context-Dependent

Supports **legitimate** academic or operational goals but introduces **risk depending on context, data, or level of reliance** on AI. These uses require careful judgment, clear purpose, and **active human oversight** to remain aligned with HCCC's Responsible AI Guiding Principles.

Examples:

1. **Entering Internal or Unpublished Information into AI Tools:** Using AI tools with internal planning materials, draft content, or non-public institutional resources.
   - » *Requires careful consideration of privacy, confidentiality, intellectual property, and whether the tool is institutionally approved and appropriately secured*
2. **Using AI Outputs to Inform Academic or Operational Decisions:** Relying on AI-generated summaries, recommendations, or insights.
   - » *Outputs may be incomplete, inaccurate, or biased and must be reviewed and validated before use.*
3. **Drafting Institutional Content Using AI:** Using AI to draft communications, reports, or materials representing the College.
   - » *Requires careful review to ensure accuracy, tone, and alignment with institutional values, particularly when content is official, public-facing, or based on non-public information.*
4. **AI-Supported Identification of Students Needing Support:** Using AI tools or dashboards to identify patterns in student engagement or performance.
   - » *May introduce bias or misinterpretation. Must be paired with human judgment, and should not be used to label or make determinations about students.*
5. **Using AI to Interpret Policies or Procedures:** Using AI to explain, interpret, or provide guidance on institutional policies or procedures.
   - » *AI-generated interpretations may be incomplete, inaccurate, or inconsistent with official guidance and should not replace consultation with appropriate offices or legal review when needed.*

Use When:

- The purpose is clearly defined and aligned with institutional goals
- The tool and its data practices are understood or approved
- Outputs are reviewed for accuracy, bias, and completeness
- Additional care is taken with any non-public or sensitive information
- AI Human judgment remains central to decisions and outcomes



RED - Restricted or Prohibited Use

Misaligned with HCCC's Responsible AI Guiding Principles or introduces **unacceptable risk** related to **privacy**, **fairness**, academic **integrity**, or **human accountability**. These uses are not permitted or should be avoided.

Examples:

1. **Uploading Student Work or Sensitive Data to AI Tools:** Submitting essays, grades, student information, HR files, or internal reports to external AI tools that are not approved by the College.
   - » *Violates privacy, confidentiality, and legal obligations (e.g., FERPA) and may expose institutional data.*

2. **AI Making Decisions That Impact Students or Employees Without Human Oversight:** Allowing AI to determine grades, academic standing, disciplinary outcomes, hiring decisions, or other high-stakes actions.
   - » *Violates principles of human accountability, fairness, and transparency.*

3. **Using AI Detection Tools as Sole Evidence of Academic Misconduct:** Relying soley on AI detection scores or reports to make accusations or impose penalties.
   - » *AI detection tools are not fully reliable and may produce false positives; they may be used as a signal for further review, but not as standalone evidence for disciplinary action.*

4. **Presenting AI-Generated Content as Final Without Review or Verification:** Submitting or publishing AI-generated work (e.g., reports, communications, academic content) as final without human review, verification, and accountability.
   - » *Risks inaccuracies, bias, and reputational harm; all work must be reviewed and validated.*

5. **Using Non-Approved AI Tools to Record or Transcribe Meetings:** Using external or nonapproved AI tools to record, transcribe, or summarize meetings, classes, or conversations.
   - » *May capture sensitive student, employee, or institutional information and transmit it to systems without appropriate security, privacy protections, or institutional agreements. Recording without clear disclosure also violates expectations of transparency and informed participation.*

Use When:

- Sensitive, confidential, or regulated data would be shared outside approved systems
- AI is used to make or finalize decisions without human oversight
- Outputs are treated as accurate without verification
- Use would violate privacy, academic integrity, legal requirements, or institutional policy
- Transparency and accountability cannot be maintained



REMEMBER

AI can be a powerful partner, but it is not an author, decision-maker, or source of truth.

At HCCC, the responsible use of AI is grounded in human judgment, accountability, and a commitment to student success, equity, and integrity. AI should be used to support thinking, not replace it, and to expand opportunities without introducing harm.

Before using AI, consider:

- Does this use align with HCCC's mission and Responsible AI Guiding Principles?
- What data am I sharing, and is it appropriate to use this tool?
- Am I reviewing and taking responsibility for the output?
- Would I be comfortable explaining this use to a student, colleague, or supervisor?

When in doubt, pause and seek guidance.

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