

Criteria for Evaluating AI Tools/Platforms for Use at FHDA (Version 1.0)



Name of AI Tool/Platform: _____

Purpose of Use/Need Addressed: _____

Criteria (please check all that apply):

- Impact:** Supports the following district mission(s)/goal(s) of the [Foothill-De Anza Strategic Plan 2024-2031](#):

- Impact:** Aligns with the following institutional priorities:

- Effectiveness/ROI:** Avoids duplication of existing functionality/services/platforms.
- Effectiveness/ROI:** Can be used across multiple divisions/units/departments.
- Integration:** The tool is compatible with existing systems and infrastructure and can be seamlessly integrated into the college's ecosystem.
- Access:** Can be accessed by all required users (e.g., staff, faculty, students).
- Accessibility:** Meets all ADA and [WCAG 2.2](#) standards for accessibility, the process of designing courses and teaching styles to meet the needs of all students, regardless of their backgrounds, abilities, or learning styles. This includes features like text-to-speech, alternative text for images, and screen reader compatibility, and complies with [Section 508](#) standards.
- Efficiency:** Supports increased efficiency in work.
- Ethics:** Adheres to ethical standards, ensuring fairness and minimizing bias in its operations and outputs.
- Functionality:** Can be easily adopted for use, with an intuitive interface and little to no learning curve for new/inexperienced users.

- Tech Support:** Provides robust tech support and help to users and detailed documentation from the tool provider.
- Training:** A plan for training for all users has or will be developed.
- Compatibility:** Is compatible with a wide range of operating systems and browsers and does not require extensive resources.
- Privacy and Data Protection:** Uses secure authentication methods and offers options for anonymity where appropriate and has transparent policies on data usage. Has procedures in place to guard against adversarial attacks on AI systems.
- Regulatory Compliance:** Follows such regulations as FERPA, HIPPA, and CCPA.
- Sustainability:** Is cost effective, scalable across the district, and has long-term viability in terms of maintenance and support.

*Also see the California Community Colleges Chancellor's Office [Human-Centered Principles for Adopting Generative AI](#).

Sources

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A draft of this document was generated via Copilot with the prompt “develop a comprehensive checklist for assessing the suitability of an AI tool or platform for use within a California community college district. Consider essential factors before adopting the tool.”

Examples:

[Evaluating AI Tools](#)

[AI Strategies and Considerations in Higher Education](#)

[A Teacher Rubric and Checklist for Assessing AI Tools](#)

[AI Checklist: Self-Assessment Tool](#)

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