

Artificial Intelligence Use & Adoption Considerations

Version 1.0

A guide to help you decide when, how, and why to incorporate artificial intelligence (AI)

When evaluating the appropriateness of an AI tool or platform for adoption at the college/district, please consider the following essential questions:

Educational Goals & Alignment

- ✓ Does the tool align with the college/district's educational or business objectives?
- ✓ How does it enhance teaching, learning, and/or administrative processes?

Ease of Integration & Return on Investment

- ✓ Is the tool compatible with existing systems and infrastructure?
- ✓ Can it seamlessly integrate into the college/district's ecosystem?
- ✓ Can it be used across multiple divisions/units/departments?
- ✓ Does it avoid duplication of existing platforms?

Data Privacy & Security

- ✓ Does the tool comply with relevant privacy laws (e.g., CCPA, FERPA, HIPPA)?
- ✓ Does it use secure authentication methods and offer options for anonymity where appropriate?
- ✓ Are its policies on data usage transparent?

Bias, Equity & Ethics

- ✓ Are there processes in place to mitigate potential biases in the tool's algorithms?
- ✓ Can you verify equity in potential use and representation across diverse populations?
- ✓ Does it adhere to ethical standards?

Cost & Sustainability

- ✓ Is the tool cost-effective, scalable, and sustainable?

User Experience & Training

- ✓ Can the tool be easily adopted by faculty, staff, and/or students?
- ✓ Is there a plan for training and ongoing support?

Accessibility & Access

- ✓ Does the tool meet all ADA, [WCAG 2.2](#), and [Section 508](#) standards for accessibility?
- ✓ Can it be accessed by all required users?

* In conjunction with this resource, we recommend consulting the CCCCO [Human-Centered Principles for Adopting Generative AI](#) and the [Oregon State University AI Decision Tree](#).