

# AI Best Practices for Teaching and Learning

## Introduction

Generative Artificial Intelligence (Gen AI) is reshaping the educational landscape by automating routine tasks, personalizing learning, and offering new modes of student support. For faculty, AI presents opportunities to close equity gaps, enhance teaching efficiency, and improve learning outcomes when implemented responsibly. For students, it has the potential to make learning more personalized, accessible, and supportive. This document attempts to outline best practices for the ethical, responsible and effective use of AI in our teaching and learning, recognizing that our understanding and applications of AI will continue to grow.

## HUMANS framework

Using the Human to counteract Gen AI. The Chancellor's Office promotes the HUMANS-centered approach for AI use and integration

- **H**uman-Centered Design: Involve students in how AI is used in your classroom.
- **U**niversal Support: Provide alternatives for students who opt out of AI tools.
- **M**anaged Privacy: Use AI tools that comply with FERPA and institutional data policies.
- **A**ccountability: Be transparent about when and how AI is used.
- **N**on-Bias: Regularly review AI-generated content for bias or inaccuracies.
- **S**calability: Choose tools that can be adapted across different courses and modalities.

## Recommended Best Practices

The following best practices are designed to guide faculty in leveraging AI tools to enhance teaching and learning while upholding our college's core values of equity, access and academic integrity

### Promote Ethical and Transparent Use

- Add a syllabus statement on responsible AI use.
- Let students know when and how AI tools are being used in your class.
- Discuss academic integrity and set clear expectations around AI-generated work (e.g., ChatGPT, Grammarly).

### Protect Student Data and Privacy

- Only use AI tools that comply with FERPA and district policies.
- Avoid requiring students to create accounts on platforms that collect personal data without institutional vetting.

### Encourage and build AI Literacy

- Join AI communities of practice to share strategies and challenges with peers.
- Help students learn how to evaluate AI-generated content, understand its limitations, check for bias and use it ethically.
- Consider simple, low-stakes assignments that ask students to compare human vs. AI responses or analyze bias in AI outputs.

## Integrate AI into teaching thoughtfully

- Use Gen AI to co-create syllabi, rubrics, generate quiz questions, scaffold assignments.
- Tools like ChatGPT, Claude, Copilot and Gemini can help generate examples, summaries, case studies or explanations tailored to student needs
- Use AI for formative assessments and/or feedback but maintain human oversight to ensure fairness and equity.
- Always review and fact-check AI generated content. Regularly check for bias.
- Use AI to draft and then refine using your expertise to ensure cultural relevance, clarity and alignment with course goals.

## Use AI to Support, Not Replace, Instructor Presence

- Maintain active and authentic interaction with students.
- Use AI to automate routine tasks (e.g., draft announcements, summarize discussions) so you can focus more on meaningful engagement.
- Use AI to create multimodal content(text, audio, video) to support diverse learning styles, and apply UDL principles to assignments and assessments.

## Stay Informed and Collaborate

- Collect feedback from students on their AI experiences.
- Participate in college or statewide workshops on AI in education.
- Share what's working (or not) with colleagues—AI use and pedagogy are evolving, and so is the conversation.

## Reflect and Adjust

- Collect feedback from students on their AI experiences
- Revisit your AI policy and strategies regularly and align them with your teaching values, learning objectives and student needs.