AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)

BOD P/P Number:	2023-2	Date Established: October 6, 2023		
		Date Revised: N/A		
Reference:	Board of Directors	Term:		1 Year
				2 Years
			X	Indefinite

BOD P/P Title:	**Artificial Intelligence Policy**

BOD Authority:	ACHA Bylaws, Article VIII, Section 1.

Purpose:	ACHA recognizes the value of artificial intelligence as a productivity tool. However, generative artificial intelligence risks unintended leaks of sensitive, confidential, or proprietary information.

Policy:	The ACHA Board of Directors prohibits staff and volunteers from uploading or sharing via publicly accessible artificial intelligence platforms the following types of data: **Confidential information or data** (Examples: HIPAA-protected information, individual or institutional survey responses, member profiles, financial results, donor data, etc); **Personally identifiable information or data** (Examples: HIPAA-protected information, HR files or information, contact information such as phone numbers or emails, resumes of staff or volunteers, Social Security numbers, recordings of non-public live or online meetings without speaker consent, etc.); **Proprietary information or data** (Examples: Survey questions, instruments, or responses; detailed strategy documents not intended for public use; budget documents) Examples are for illustration, they are not intended to be an exhaustive list.

Procedure:	Staff or Volunteers with questions about the applicability of the policy to certain data should inquire with the CEO's office before acting.

Resources:	National Office	Volunteer
Human:	CEO, ACHA Staff	Board of Directors, Committees, Taskforces, Sections, and Coalitions
Financial:		
Other:		

Appendix A:
Process for Staff and Volunteers: Ensuring ACHA Copyright and IP rights when using AI

Background: Why this is important
US Copyright law currently extends only to <u>human generated content.</u>
Therefore, if ACHA seeks to publicly publish anything containing AI- assisted or AI-generated content, ACHA staff and volunteers need to ensure that the AI content is altered enough by humans that current copyright applies.
This is important because, for example: ChatGPT 'scraped' the internet only through 2021, we can rest assured that future iterations of GPT and its competitors will scrape the internet again…and again. And again…
Therefore, ACHA's copyrighted content will be circulating far and wide, and available to be tapped/scraped/replicated in an instant. So ACHA staff and volunteers need to be aware of copyright law and how ACHA can protect our IP (intellectual property) and copyright privileges.
The bottom line is **good record-keeping and version control.**
Adherence to the process below will put ACHA in a strong position to assert our copyright and IP privileges when appropriate.

Process ACHA staff and volunteers must use when using AI to generate public (including member-only, and/or password-protected) content:

1- Record the parameters and all inputs fed into the AI tool.
    a. This demonstrates human control of the contours and parameters of the copyrighted content.
2- Record the initial output of the AI Tool (here I mean: the draft from which staff will then take, polish, alter, and finalize…early working drafts for 'misfires' from the AI tool need not be saved.)
    a. By documenting the initial AI output, we set the baseline to demonstrate that the AI product was **significantly altered** after this point by humans.
    b. Before altering the AI output, it should be carefully reviewed for accuracy and veracity
3- Staff/volunteers then take the AI generated version, and "substantially alter" it… Track changes as they are made, and retain a version showing all tracked changes.
    a. The term "substantially alter" is extremely subjective. A few edits per page are probably not enough. Think: word choice, paragraph sequencing, sentence structures…higher level writing edits, as well as stylistic elements that make the work distinctive and unique to ACHA
4- Save the final version separately from the Tracked Changes version.
5- **The following disclaimer shall appear on all ACHA public- or member-facing documents for which generative-AI was used:**
"*This document was created with the assistance of generative AI for the following purpose: [insert purpose, e.g. initial draft; formatting; etc]. The final version is the product of human creativity and alteration. ACHA asserts and retains full copyright for this document."*

For all AI-assisted content, the final product folder should have (*at minimum*) 4 documents when this process is followed correctly:
1. Initial human inputs (parameters set for the AI platform);
2. Initial AI output;
3. Versions demonstrating substantial human inputs/ alterations of the AI-versions, **with changes tracked**; and

4. **Final version:** polished and publicly available, with editing marks, comments etc. removed, and with AI disclaimer delineated above.