

Below is a copy of an email from Provost Lacourse to faculty and staff members regarding guidance for the use of artificial intelligence in teaching and learning sent on April 27, 2023.

From: Michael Lacourse <Michael.Lacourse@utahtech.edu>

Date: Thursday, April 27, 2023 at 11:42 AM

Subject: MESSAGE FROM THE PROVOST: Guidance for the Use of Artificial Intelligence in Teaching and Learning

Dear Faculty and Staff,

The growing use of AI generative tools, such as ChatGPT, poses unique challenges and opportunities for higher education. There are a lot of questions about how and when students should be allowed to use AI, and what types of training or resources instructors will receive. To help answer these questions, I formed a [task force](#) consisting of faculty, staff, and students from various divisions in the university with the objective of establishing guidelines for the appropriate use of generative AI applications in classes and assignments. I wish to recognize and thank the members of Task Force chaired by Associate Provost Bruce Harris, including, Associate Provost Helen Tate, Dr. Kaplan Sanders, Dr. Mike Petersen, Dr. John Wolfe, Dr. Tamron Lee, Professor Curtis Larson, Cesar Ruiz (student) and Tralei Casaus (staff). I will share some of their recommendations [here](#), and we will continue updating these guidelines and posting resources on our Center for Teaching & Learning (CTL) website.

Understanding Generative AI

Released in November 2022, ChatGPT is an advanced AI language model developed by OpenAI that can generate human-like responses to various prompts and questions. Several other AI programs have become available, such as Dall-E2, Google Bard, Perplexity, etc. With a few simple prompts, they can create an original piece of art, write an essay, compose a song, and design a website. Each day, new uses are being found, and these programs are rapidly growing in sophistication. I encourage you to review a 29-minute course in Pluralsight that provides a “big picture” introduction to Generative AI tools and ChatGPT. Click on the link below to access this course ([instructions](#) on how to login to Pluralsight):

[ChatGPT and Generative AI: The Big Picture](#)

These programs have gained a lot of media attention, making it likely that many students already use them. This raises concerns about academic integrity and fairness, but we also recognize the ways AI can enhance and accelerate learning and creativity. To that end, we encourage students and instructors to explore ChatGPT and other AI programs to better understand their potential and their limitations. And we encourage instructors to incorporate generative AI tools into their courses and curriculum where appropriate to teach students how to use them effectively, responsibly, and ethically in preparing them for the workforce. The Generative AI Task Force has developed a set of [student guidelines](#) for using these tools in an innovative and appropriate manner.

Setting Expectations

Instructors at Utah Tech are free to make their own rules about using AI tools in their classes, deciding if they want to allow or ban certain uses. They should include these rules and guidelines in their syllabus and assignment instructions and clearly explain them to students. It is important to remember that students are contending with different expectations from different instructors. If students are uncertain about the rules for AI tools, they should ask their instructor for more information before using them.

According to the Utah Tech policy on student conduct, all submitted work must be the student's own and sources properly acknowledged. Unless specified otherwise, using AI generative tools for assignments is similar to getting help from another person, raising concerns about originality. This is why it is important for instructors to clearly communicate their policies and expectations and for students to seek guidance when in doubt.

We encourage instructors to visit the [Generative AI Tools: Guidelines for Teaching and Learning website](#) for ideas and guidance on creating course policies, integrating AI into assignments and activities, and communicating expectations about acceptable uses and attribution.

Looking Ahead

AI is here to stay, and its capabilities continue to expand. Utah Tech is planning more events and resources to support our community. If you would like to be a part of this ongoing discussion and influence the integration of generative AI tools at the university, please plan to attend the Learning Innovation Retreat on May 25, 2023, that will focus on AI Generative Tools in Higher Education. More information about this retreat will be sent via email.

As a growing polytechnic university, with the academic mission of preparing our students to thrive in a dynamic world as “creators, innovators, and responsible citizens,” we are well-positioned to tackle these new challenges and opportunities and to prepare our students to use these generative AI tools in the workforce.

Best regards,

Michael