Inventory of Automated Decision-Making Software for the Classroom

RES 252628

AS&SS

DEFINITION:	For purposes of this resolution, a "High-Risk Automated Decision System" refers to an institutionally adopted, centrally supported, or enterprise-level system that replaces or materially constrains human discretionary decision-making in determinations affecting student grades, academic standing, disciplinary status, or access to educational services.
	This definition does not include instructional, pedagogical, research, or discipline-specific software tools selected and controlled by individual faculty members as part of normal course design, curriculum delivery, or academic evaluation.
RESOLVED:	That California State University, Bakersfield establish a faculty disclosure process for any institutionally adopted or centrally supported artificial intelligence (AI) or automated decision-making systems used to assist or replace human discretionary decisions that materially impact student grades, academic status, discipline, or access to educational services; and be it further
RESOLVED:	That disclosures of such systems be routed to Information Technology Services (ITS) Solutions Consulting for assessment and documentation as part of the campus High-Risk Automated Decision Systems (ADS) inventory in alignment with existing CSUB IT policy in regard to the purchase of high-risk automated systems and be it further
RESOLVED:	That nothing in this resolution shall be interpreted to require prior approval of disciplinary curriculum, instructional materials, pedagogical tools, or software selected by faculty under their academic freedom and instructional authority.
RATIONALE:	Under California AB 302 and Government Code §11546.45.5, the California State University must annually report any High-Risk Automated Decision Systems in use, proposed, or under development. The campus Chief Information Officer is

responsible for submitting this report, and submission is mandatory even if no qualifying systems are identified. While CSU Bakersfield maintains structured procurement and security review processes through the Procure-to-Pay system and Solutions Consulting, the ITS response identifies visibility gaps where AI-enabled tools may be self-procured, cloud-based, or embedded in grading or proctoring platforms without formal institutional reporting. These gaps create compliance, legal, and reputational risk, particularly where automated systems may materially influence grades, academic standing, disciplinary actions, or access to educational services.

Attachment: *Memo-AS&SS_RES 252628_AI Disclosure Requirement*

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Approved by the Academic Senate:
Sent to the President:
President Approved:

Memo for Resolution 252628: Inventory of Automated Decision-Making Software for the Classroom

To: Academic Senate

From: Academic Support & Student Services (AS&SS) Committee Members:

> Leslie Kirstein (Chair, NSME), Kristine Holloway (Librarian), Carol Dell' Amico (A&H), Jing Wang (BPA), Yvette Morones (Staff Representative), Janine Cornelison (Student Services Professional), Kristi Chavez (Dean of Library Designee), Ruth Miles (At-Large), Jennifer Mabry (AVP for Enrollment Management), Tommy Holiwell (AVP for Enrollment Management alternate), Esmeralda Morales (ASI VP Campus Life), Mike Kwon (Executive Director of ASI), Craig Harnetiaux (SS&E), Alberto C Cruz (At-Large), Markel Quarles (VP for Student Affairs Designee) Lou Montano (Director of the Testing Center).

This memo accompanies the proposed resolution 252628 regarding the disclosure of artificial intelligence (AI) and automated decision-making systems used in instructional settings. The resolution addresses compliance obligations and transparency related to systems that may materially influence academic outcomes. The Academic Support & Student Services (AS&SS) Committee recommends that California State University, Bakersfield establish a formal disclosure requirement to include the following:

- That faculty should disclose to students in a clearly accessible course location (e.g., syllabus, Canvas site, or other official course materials) any artificial intelligence or automated decision-making systems used in the course that autonomously determine or constrain academic outcomes without faculty review.
- That guidance regarding the format, placement, and scope of such disclosures be developed collaboratively through the AI Committee (AIC) and relevant governance bodies to ensure clarity, consistency, and alignment with campus instructional policy.

Transparency regarding the instructional use of artificial intelligence and automated systems promotes student trust, informed participation, and procedural fairness. Where automated

systems influence grading, proctoring, or academic determinations, students should be aware of their use and understand the role such systems play in evaluation processes. Requiring clear disclosure in course materials supports student rights and aligns institutional compliance efforts with principles of academic integrity and shared governance.

Respectfully Submitted,
Academic Support & Student Services Committee