AI Resources [1]

Artificial intelligence is a rapidly developing technology that has captured the public's imagination. Like all technology, generative AI offers opportunities and risks. For privacy, equity and data protection purposes, selecting and using these new tools require careful consideration. To clarify the difference between AI and generative AI, here are their definitions:

> **AI (Artificial Intelligence)**: AI uses algorithms and data to enable computers to perform tasks that usually need human intelligence. It can be narrow (specific tasks) or general (broad capabilities).

> **GenAI (Generative AI)**: GenAI is a type of AI that creates original content like text, images, or videos based on natural language prompts.

UIS offers resources to enable CU System Administration employees to explore AI's potential and address associated concerns and issues. The information presented below is subject to change. Users should reference the university's policies and guidance regarding data classification [2] and compliance, information security, privacy, copyright implications and the potential for bias when using AI. Begin by reviewing the CU System Administration Guidance for AI Tools [3].

CU System AI Guidance [3]

Reviewed and Supported AI Tools

Summary Review of AI Guidance [3]:

- AI tools reviewed and supported by CU **should not** use highly confidential data.
- Take care with personal and sensitive information in using AI tools.
- Do not integrate unapproved AI tools with university systems (OtterAI in Zoom meetings, Gmail plug-ins, etc.).
- Coordinate with UIS staff on any AI usage to protect you and CU.

Copilot for web [4](previously known as Bing Chat) is an AI-powered web chat that can generate content, images, and answers to questions and potentially improve productivity. It is only approved to use through a university Microsoft account and users should use discretion when sharing personal or organizational data.

- CU Anschutz provides guidelines for using CoPilot Chat securely [5]. Highly confidential data should NOT be entered into Copilot chat. You should also make sure that you are using your university account so that any information added during the session will be protected and then purged when the session ends.
- **How to access:** The Microsoft Copilot Chat web app can be accessed from Microsoft Edge or Microsoft Bing. Make sure you are logged into your university account and then either:
    - Launch your browser and click the Copilot icon in the upper right-hand corner; or,
    - Go to copilot.microsoft.com and login to begin.

Copilot for Microsoft 365 [6] is an AI-powered assistant designed to enhance productivity and streamline workflows within the Microsoft 365 suite. By leveraging advanced AI and machine learning technologies, Copilot helps users quickly generate content, analyze data, summarize documents, learn new skills and write code.

- Copilot Microsoft 365 is approved for use with public and confidential data (not highly confidential data). The user will still need to be logged in to their CU account to ensure proper data protection and must follow and abide by university policy, and relevant state and federal law regarding protecting data and information systems.
- How to access: Available for license purchase by contacting the UIS Service Desk. [7]

Zoom AI Companion [8] is an intelligent assistant integrated into the Zoom platform, designed to enhance virtual meetings and collaboration. This AI tool can help staff and faculty generate meeting summaries, transcribe conversations, and highlight key points. It can also provide actionable insights, suggest next steps, and assist with scheduling and follow-ups.

- This feature is available through a CU Zoom account but is not enabled by default. If the host does not enable this feature, it will not be available to anyone in the meeting.
- **How to access**: Review the UIS Tech Tips blog post on Zoom AI Companion [9] for a how-to guide.

Adobe Firefly [10] is a suite of generative AI tools integrated into Adobe's Creative Cloud, designed to enhance creativity and streamline the creative process. Firefly leverages advanced AI to generate images, graphics and other visual content from textual descriptions, allowing users to quickly and easily bring their creative visions to life.

- **How to access:** User needs to pay for the Adobe Creative Cloud license.

Salesforce Einstein [11] is a set of AI tools that use machine learning, natural language processing and other techniques to analyze data and automate tasks.

- eComm Resource: AI Writing Tools [12]
- eComm Resource: Einstein for Marketing Cloud [13]
- eComm Resource: Marketing Cloud Einstein video [14]
- **How to access**: The Einstein tool is built into the Salesforce platform.

AI Tools <u>NOT</u> Approved for CU System Administration Use

Google Gemini (previously known as Google Bard) is an AI chat service that generates text, translates languages and provides creative content. It was found **not secure** for university data.

ChatGPT generates text for answering questions, providing explanations, engaging in conversations, translating languages and more. It was found **not secure** for university data.

AI Resources

CU Policies and Procedures

CU has a variety of policies and procedures regarding information technology, information security, data and procurement that may apply to the use of AI tools. CU endeavors to develop policies that apply to a wide range of technologies rather than specific policies about different technologies, which also apply to AI technologies.

Universitywide policies

- Information security program policy [15]
- Data governance policy [16]
- Data Governance website [17]
- Data classification [2]
- Collection of personal data from students and customers [18]
- IT procurement processes [19]

CU System Administration policies

- Use of IT Resources [20]

- Privacy Policy [21]

State Regulations

Under current review: Senate Bill 24-205 AI Decision Making Tools [22]

The new law examines the risk of algorithmic discrimination when using AI tools in the decision-making process, such as higher ed enrollment processes. It also would require that end-users be informed when they are interacting with an AI system.

Enforcement begins Feb. 1, 2026.

UIS anticipates that more state, national and international AI regulations will emerge.

Campus Resources

CU Anschutz: Artifical Intelligence [23]

CU Anschutz: AI Opportunities, Risks and Dangers [24]

CU Boulder: Artificial Intelligence [25]

CU Boulder: Guiding Principles for Generative AI in Support of Marketing and Communications [26]

CU Boulder: AI Limitations and Considerations — AI Hallucinations and Bias [27]

CU Boulder Libraries: Generative AI LibGuide [28]

CU Denver: Artitifical Intelligence Tools [29]

UCCS: Artificial Intelligence [30]

Other Resources

Generative AI in a Nutshell — YouTube video [31]

Educause: A Generative AI Primer [32]

Educause: The Basics of AI in Higher Education [33]

Microsoft: Empowering responsible AI practices [34]

US Office of Science and Technology Policy: Blueprint for an AI Bill of Rights [35]

Have questions?

Send an email to help@cu.edu [36] for AI assistance and questions.

Last updated: 07/28/2024

Groups audience:
University Information Services

Sub Title:

Artificial Intelligence (AI) tools, guidelines and resources for CU System Administration

Source URL: https://www.cu.edu/uis/ai-resources

Links

[1] https://www.cu.edu/uis/ai-resources [2] https://www.cu.edu/data-governance/resources-support/data-classification [3] https://www.cu.edu/service-desk/how-guides/guidance-artificial-intelligence-tools-use
[4] https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/detail-page/microsoft--copilot [5] https://www.cuanschutz.edu/offices/information-security-and-it-compliance/resources/security-and-compliance-controls/microsoft-copilot#ac-securing-your-data-2
[6] https://www.microsoft.com/en-us/microsoft-365/copilot/enterprise?
[7] mailto:help@cu.edu?subject=Purchasing%20Copilot%20M365
[8] https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/detail-page/zoom-ai-companion [9] https://www.cu.edu/blog/tech-tips/creating-zoom-meeting-summaries-ai-companion
[10] https://www.adobe.com/products/firefly.html [11] https://www.salesforce.com/ap/products/einstein/faq/
[12] https://www.cu.edu/blog/ecomm-wiki/ai-writing-tools-should-you-use-them-write-emails
[13] https://view.communications.cu.edu/?qs=dd8528963f1bdb7d2914d3ed13727824232330d0a23d78607a5483177168
[14] https://www.youtube.com/watch?v=P7DRRpMFnOk [15] https://www.cu.edu/ope/aps/6005
[16] https://www.cu.edu/ope/aps/6010 [17] https://www.cu.edu/data-governance
[18] https://www.cu.edu/ope/aps/7003 [19] https://www.cu.edu/psc/procurement/information-technology-procurement [20] https://www.cu.edu/docs/system-administration-information-technology-policy-use-it-resources [21] https://www.cu.edu/privacy-policy
[22] https://leg.colorado.gov/sites/default/files/documents/2024A/bills/2024a_205_enr.pdf
[23] https://www.cuanschutz.edu/offices/iss/artificial-intelligence [24] https://www.cuanschutz.edu/offices/office-of-information-technology/news-initiatives/cu-anschutz-office-of-information-technology-newsroom-artifiicai-intelligence-opportunities-risks-and-dangers
[25] https://www.colorado.edu/information-technology/artificial-intelligence-cu-boulder
[26] https://www.colorado.edu/strategicrelations/communication-resources/guiding-principles-generative-ai-support-cu-boulder-marketing-and [27] https://www.colorado.edu/information-technology/ai-cu-boulder/resources-guidance [28] https://libguides.colorado.edu/ai [29] https://www.ucdenver.edu/offices/office-of-information-technology/get-help/artificial-intelligence-tools
[30] https://oit.uccs.edu/artificial-intelligence [31] https://youtu.be/2IK3DFHRFfw?si=Ns_A6xsHq2XwLeOs
[32] https://er.educause.edu/articles/2023/8/a-generative-ai-primer
[33] https://library.educause.edu/topics/infrastructure-and-research-technologies/artificial-intelligence-ai
[34] https://www.microsoft.com/en-us/ai/responsible-ai [35] https://www.whitehouse.gov/ostp/ai-bill-of-rights/ [36] mailto:help@cu.edu?subject=AI%20Assistance