

Emerging Technology Procedure

1. Purpose and Scope

This procedure establishes a framework for evaluating, implementing, and using emerging technologies, including artificial intelligence (AI), at Mayville State University (MaSU), in accordance with SBHE Policy 1208.1 and NDUS Procedure 1208.1. It applies to all faculty, staff, and students involved in academic, administrative, or research activities using or developing emerging technologies.

The primary focus is to:

- Prepare students to understand and use emerging technologies in their fields,
- Encourage curriculum enhancement and academic innovation,
- Support faculty and staff in responsibly incorporating emerging technologies with minimal barriers, and
- Increase operational efficiencies through administrative use of emerging technologies.

2. Definitions

- **Emerging Technologies:** New or rapidly evolving technologies—including but not limited to AI, machine learning, virtual/augmented reality, and advanced analytics—that may significantly impact teaching, learning, operations, or research.
- **Emerging Technology Project:** Any pilot, procurement, implementation, or integration of an emerging technology not currently in general campus use.
- **Academic Use:** Incorporation of emerging technologies into courses, assignments, program design, research, advising, etc.
- **Operational Use:** Application of emerging technologies in non-instructional areas (e.g., admissions, communications, scheduling).

3. Governance and Oversight

3.1. Emerging Technology Review Process

All emerging technology projects must be reviewed through the following pathway:

- **Submission:** The project sponsor (faculty or staff) submits a brief proposal to the CIO with a description of the technology, intended use, data classification, and potential risks.
- **Technical Review:** The CIO will assess technical feasibility, security implications, and compliance with NDUS and/or MaSU information technology policies.

- **Administrative Review:** The CIO will consult with the VPAA (for academic projects) or VPBA (for administrative projects) regarding policy compliance and institutional alignment.
- **Optional Consultation:** The CIO may also choose to consult with relevant stakeholders including but not limited to the project sponsor, individual faculty or staff members, campus committees, legal counsel, etc.
- **Software Terms Review:** All third-party software acquisitions will be reviewed as appropriate for compliance with purchasing and MaSU ITS requirements.
- **Decision:** The CIO, in consultation with the appropriate VP, will approve, modify, or deny the request within 10 business days of submission.

3.2. Review Triggers

Projects or tools involving emerging technologies must undergo review when they:

- Are to be used for any official MaSU academic or operational process, including integration into any existing process, procedure, or software application,
- Handle sensitive data (as defined by NDUS Procedure 1203.7),
- Involve third-party platforms (software, firmware, or hardware) not already approved by MaSU ITS and/or NDUS.

3.3. Exemptions

- Student projects created as course requirements that: a) contain only public information, b) will not be used for official MaSU business, and c) have instructor guidance and oversight,
- Use of emerging technology capabilities integrated within previously approved NDUS or MaSU enterprise systems.

Technologies used for limited experimentation or professional development may be exempt from full review but must still follow institutional data security, privacy, and ethical use guidelines.

3.4. Compliance

All emerging technologies and emerging technology systems must comply with relevant state and federal law, State Board of Higher Education (SBHE) policies, including SBHE 1202.3 Data Privacy, North Dakota University System (NDUS) procedures, including NDUS 1203.7 Data Classification and Information Security Standard, and Mayville State University procedures.

Third-party software acquisitions, including any add-on features to existing products, must also be completed in accordance with NDUS procurement requirements and in compliance with NDUS procedure 1201.1 IT Planning and Reporting Procedure as appropriate.

4. Principles and Guidelines for Use

4.1. Ethical Use

All use of emerging technology must prioritize:

- Fairness, transparency, and accountability in how tools work and how outputs are evaluated,
- Avoidance of bias, discrimination, or harm,
- Active review of AI-generated content for accuracy and appropriateness.

4.2. Academic Freedom and Integrity

Faculty are encouraged to explore and integrate emerging technologies within coursework and research in ways that increase student understanding of how these technologies function, help students develop digital literacy skills, demonstrate discipline-specific applications and implications, and promote responsible, ethical and transparent use of these technologies.

Clear guidance shall be provided regarding acceptable and unacceptable use in coursework to prevent academic misconduct.

4.3. Operational Use

Administrative offices may propose tools that enhance efficiency. These proposals must be reviewed for data privacy and compliance, impact on workflows and staffing, and alignment with institutional standards and applicable regulations (i.e. HIPPA, FERPA, GLBA, etc.).

4.4. Inclusive Access

Accessibility to all members of the MaSU community should be considered in the review, design and implementation of any emerging technology tool or project. Considerations include:

- Meeting applicable federal digital accessibility standards,
- Compliance with SBHE Policy 1203.1 Digital Accessibility and other related policies or procedures,
- Providing support for individuals with diverse backgrounds and abilities to engage with the technologies.

4.5. Data Privacy and Security

- All users must follow institutional and NDUS data protection policies.

- No restricted or private data, as defined in NDUS procedure 1203.7 may be entered into third-party tools without authorization and safeguards.

4.6. Copyright and IP

Users must recognize that outputs from AI tools may be protected or regulated under copyright or intellectual property laws.

5. Additional Guidance and Training

MaSU will provide training and resources for employees and students, as appropriate. MaSU policy M540.1 Academic Integrity defines general guidelines regarding the acceptable use of information technologies, including AI platforms. Faculty may include additional guidance and limitations on applying emerging technologies within each course.

6. Review and Updates

This procedure will undergo regular review by the Chief Information Officer and the Vice President for Academic Affairs to ensure alignment with NDUS guidelines and institutional needs. Updates will be shared with all governance committees and academic divisions.

Adopted: July, 2025.

Sponsor: Vice President for Academic Affairs