



SAN JOSÉ · EVERGREEN

Community College District

AI FOR EVERYONE: STUDENTS, EMPLOYEES, COMMUNITY MEMBERS THROUGH EQUITY, DIVERSITY AND INNOVATION

San Jose City College - Professional Development Day (PDD) August 21, 2026, 9:00 AM to 10:30 AM, Room B-102

Presented by: Districtwide EEO & Diversity Advisory Committee Panel, Mark Branom, Sam Ho



OPPORTUNITY | EQUITY | SOCIAL JUSTICE



SJECCD ENDS POLICIES

SJECCD exists to ensure all students, especially those with educational and/or socioeconomic challenges, will have the skills and capabilities to be successful in the next stage of their life.





VISION

SJECCD becomes the premier institution for advancing opportunity, equity, and social justice for everyone through educational excellence.



EQUITY. DIVERSITY. INNOVATION



MISSION

As a leading educational institution, the mission of SJECED is to meet the diverse educational and workforce needs of our community by empowering our students to become agents for socioeconomic change.



EQUITY. DIVERSITY. INNOVATION



WORKSHOP OBJECTIVES

Help participants understand how AI can:

- Increase educational opportunities
- Reduce barriers
- Improve accessibility
- Support diversity and inclusion
- Enhance teaching and learning
- Improve workplace productivity
- Prepare students for future careers
- Serve diverse communities ethically



This Session Helps Us

See AI used—not just hear about it.

Leave with at least one practical use for your role.

Practice a simple prompting method.

Examine AI through an EEO, diversity, accessibility, privacy and integrity lens.

Know the most important question to ask: “What remains a human responsibility?”



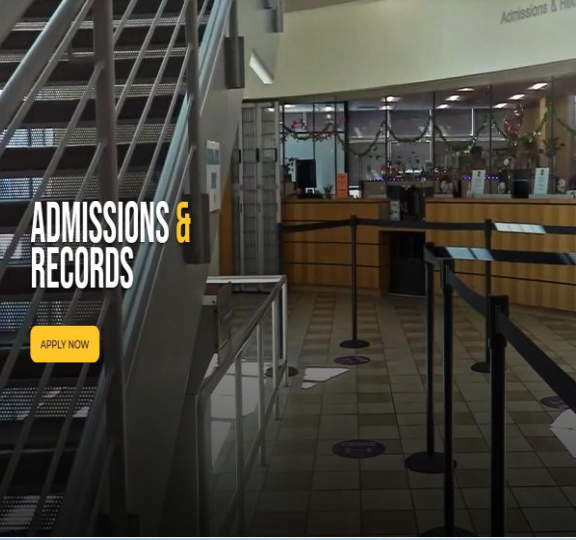
Why this belongs in an EEO & Diversity workshop

SJECED's EEO & Diversity Plan treats equal opportunity, inclusive educational/work environments, cultural responsiveness and shared accountability as districtwide responsibilities.

AI can lower barriers involving language, time, access and information complexity.

AI can also reproduce bias, expose private information, create inaccessible content or confidently provide false information.

Therefore: AI literacy is increasingly part of equitable participation.



ADMISSIONS &
RECORDS

APPLY NOW



Home / Academic Affairs

ACADEMIC AFFAIRS

90-minute roadmap

**9:00–
9:10**

Welcome
+
audience
pulse

What AI
is / is not

**9:10–
9:35**

5-role
benefits

2 live
demos

**9:35–
10:00**

EEO,
bias,
access-
ability

privacy
+
integrity

**10:00–
10:20**

Role
scenarios

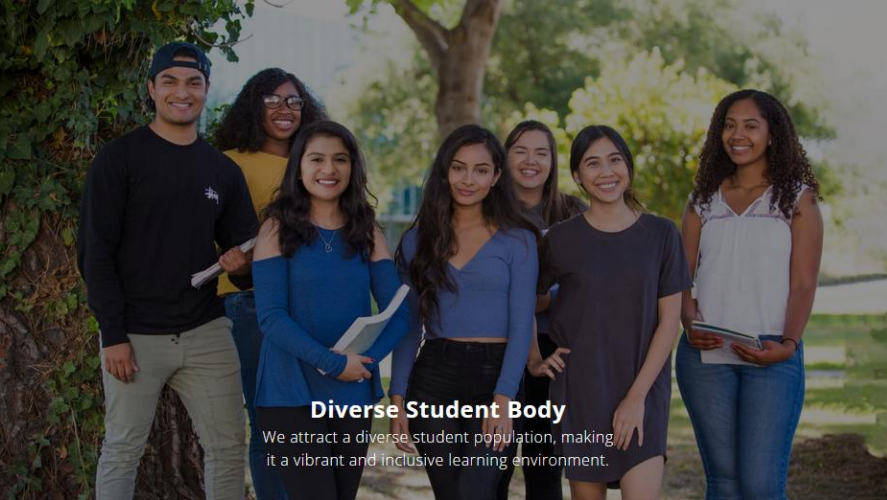
multilingual
demo

**10:20–
10:30**

Q&A

30-day
action

EQUITY. DIVERSITY. INNOVATION



Multilingual inclusion — how it works

Speaker → microphone → speech-to-text → translation → display/captions.

English can remain the floor language while Spanish and Vietnamese appear concurrently.

The same outputs can feed room displays, livestream captions or participant devices.

Use fluent human review or qualified interpretation when nuance, rights, safety or high-stakes decisions are involved.





Sustainable Campus Initiatives

The district actively promotes eco-friendly practices & implements renewable energy.

AI in one sentence

AI is a tool that can recognize patterns and generate useful drafts, explanations, translations, summaries and ideas—but it does not possess institutional judgment or accountability.



Partners with Industry Leaders

SJECDD works with industry leaders to get students access to job opportunities.

Interactive exercise — Your role, your challenge

Form groups by role: Student • Faculty • Classified • Administrator • Community.

Choose one real, recurring barrier—but do not enter confidential information.

Write one C.L.E.A.R. prompt.

Identify: 1 benefit, 1
EEO/diversity/accessibility risk, 1
verification step.

Each group gives a 60-second report-out.

Q&A — *questions we expect*

“Will AI replace jobs?” → More likely to change tasks; focus on AI literacy, redesign and human strengths.

“Can students use ChatGPT?” → Follow the instructor/assignment and current college guidance; permission is not automatic.

“Can we put student information into AI?” → Not into unapproved consumer tools; protect FERPA/PII and follow district policy.

“Is AI unbiased?” → No. Treat outputs as potentially biased and test them.

“Can AI make hiring decisions?” → Use extreme caution; do not outsource consequential employment judgments to unchecked AI.

“Is AI translation good enough?” → Useful for many drafts; high-stakes language access needs human expertise.



Community Engagement

SJECED encourages students to participate in community service and outreach programs.



Faculty — more time for teaching and feedback

Draft lesson structures, examples, discussion prompts and practice questions.

Create multiple explanations of one concept for different starting points.

Draft rubrics aligned to stated outcomes; faculty refine and own them.

Explore accessible participation options without lowering essential standards.

Set assignment-level AI expectations clearly: allowed, limited, or prohibited.





Classified professionals — make service easier to understand

Turn public procedures into plain-language steps.

Draft FAQs, email responses, checklists and outreach messages.

Create first-draft translations for multilingual communication.

Summarize meeting notes into action items.

Never paste protected student records, HR records or other confidential information into unapproved AI tools.



Administrators — accelerate analysis, not accountability

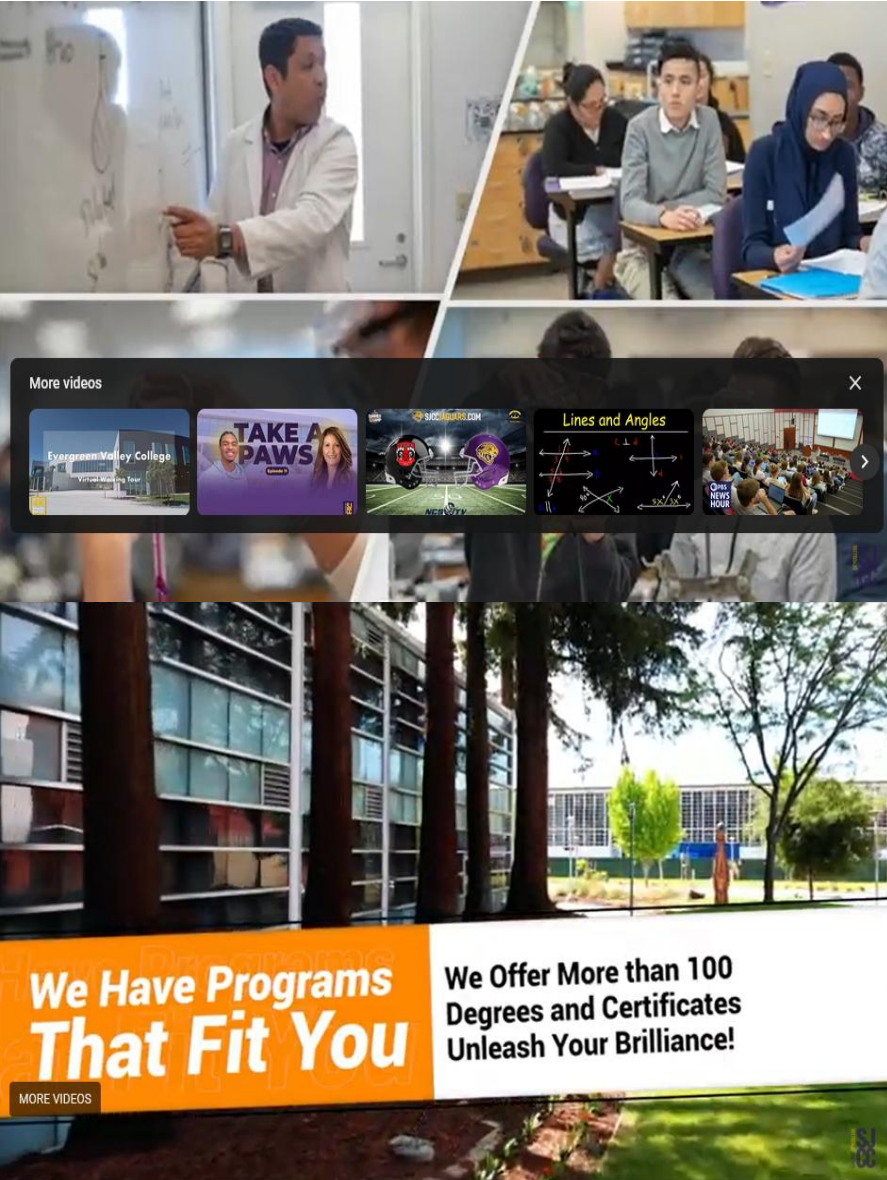
Summarize public reports and identify questions for further analysis.

Draft communications for different audiences and reading levels.

Brainstorm implementation options and stakeholder questions.

Use AI to test assumptions: “What groups could be adversely affected?”

Do not delegate consequential personnel, discipline, accommodation or student decisions to an unchecked AI system.



Community members — widen access to opportunity

Job seekers: resumes, interview practice and digital skills.

Parents/families: understand college processes in plain language.

Small businesses: brainstorm plans, outreach and customer communications.

Adult learners: language practice and lifelong learning.

Community organizations: first drafts for outreach, events and grant ideas.



EEO opportunity: consistency can help



Potential benefit

Structured
interview-
question drafts

Consistent
rubric language

Review for
exclusionary
wording

Broader
outreach ideas

But watch for

Biased
training data

Proxy
discrimination

Unequal
access to AI

False
confidence in
scoring

Principle

AI may assist
process
design.

People must
own
employment
decisions.



Five-question bias check

Who might be missing from the examples, data or assumptions?

Could a protected characteristic—or a proxy—affect the output?

Does the response stereotype or assume one “normal” experience?

Could we explain the process to the person affected?

What human review and alternative path are available?



Scenario A — Hiring committee

An administrator asks AI: “Rank these 42 applicants from strongest to weakest.”

Discuss in pairs: What could go wrong?

Safer use: ask AI to help draft job-related, standardized interview questions using a fictional or public job description—then HR/EEO experts review them.

Key lesson: do not upload real applicant materials or outsource ranking/selection to consumer AI.



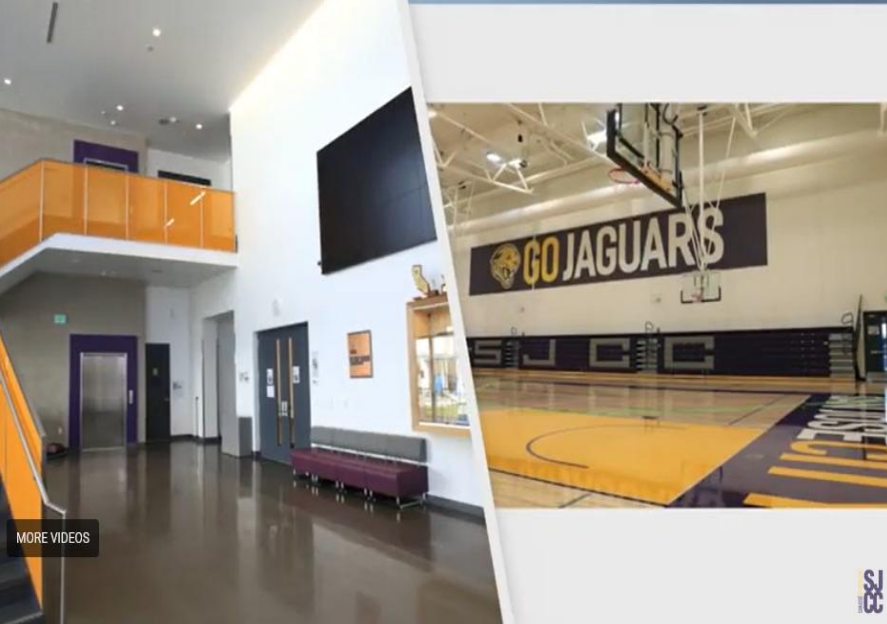
Scenario B — Faculty assignment

A student asks AI to draft an essay because English is not their first language.

Questions: Is the goal language access, learning support, or submission of AI-generated work? What does the assignment permit?

Better path: if permitted, use AI for vocabulary explanation, practice, feedback or brainstorming while preserving the student's own authorship.

SJCC's current guidance distinguishes approved assistive technology/access needs from generative AI that creates academic content.



Scenario C — Classified student service

A staff member wants AI to rewrite a complicated financial-aid message for a student.

Good idea—with safeguards.

Use only public/de-identified content; preserve requirements and deadlines; verify against the official source; review tone and accessibility.

Do not paste the student's name, ID, grades, disability information or identifiable education record into an unapproved public AI tool.



Scenario D — Administrator communication

A leader needs a message explaining a service change to students, employees and community partners.

AI can create audience-specific first drafts and translations.

Human review checks policy accuracy, labor/HR implications, tone, accessibility and whether affected groups were meaningfully considered.

Efficiency is not the same as legitimacy.



Scenario E — Community member

A first-generation parent asks: “How can my child start community college?”

AI can explain terms, generate questions to ask, and translate information.

But admissions, financial aid, immigration, legal and eligibility information should be confirmed through official college/government sources.

Best use: AI helps people formulate the next question and find the right human/resource.



Accessibility: AI can help us design inclusively

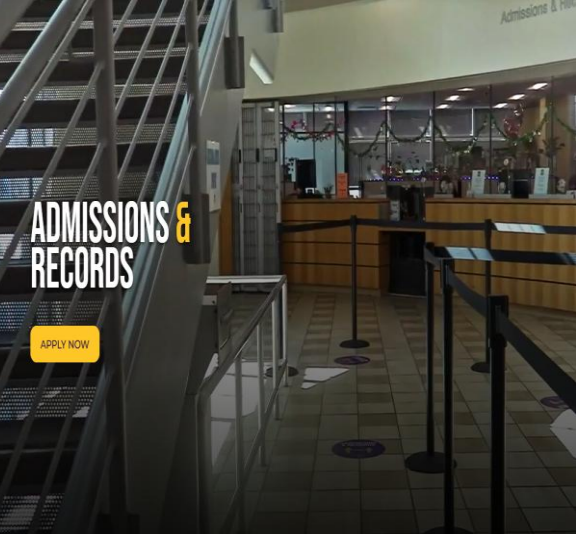
Plain-language drafts and structured headings.

Caption/transcript drafts for audio/video.

Image-description and alternative-text drafts.

Multiple ways to explain a concept or participate in an activity.

Important: AI-generated accessibility content still needs human and technical accessibility review.



Privacy: RED / YELLOW / GREEN

RED — Don't paste

Student IDs / grades
Disability or health details
Applicant/employee records
Passwords / confidential legal data

YELLOW — Check policy

Internal drafts
Unpublished data
Identifiable anecdotes
Vendor/contract information

GREEN — Best for demos

Public information
Fictional scenarios
Properly de-identified content



Academic integrity at SJCC — current local guidance

SJCC states that SJECCD/SJCC are actively developing a comprehensive generative-AI policy.

Current student guidance: unless an assignment explicitly permits generative AI, using it to produce any part of submitted work is not allowed.

When an assignment permits AI, students should follow the instructor's parameters, disclose the tool/purpose, keep PII out of prompts, and verify/cite sources.

AI-enabled assistive technologies used for approved access needs are treated differently from generative AI that creates academic content.



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LIVE DEMO 3 — English → Spanish → Vietnamese

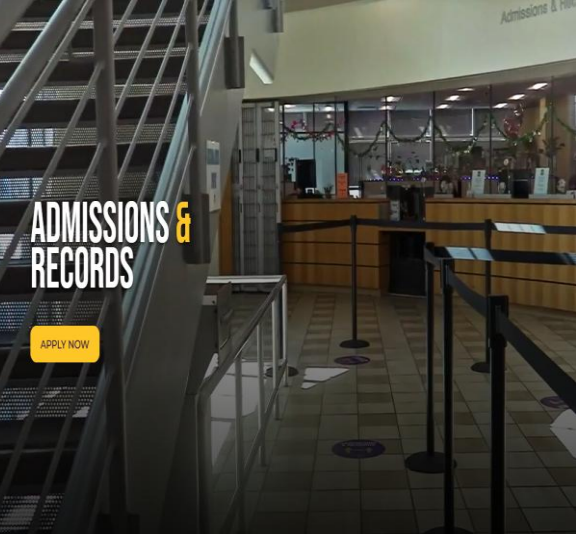
Use a short public campus announcement—no confidential information.

Generate English transcript; translate into Spanish and Vietnamese.

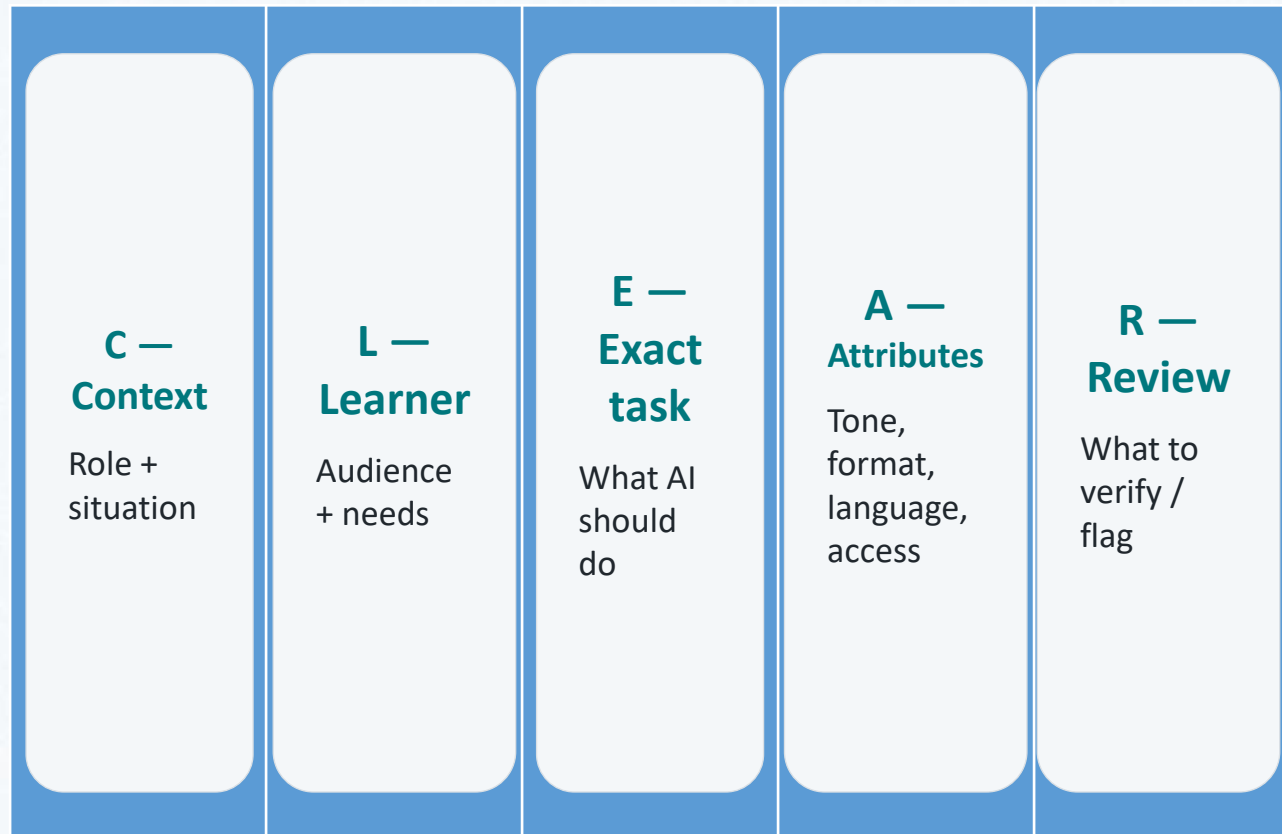
Display the three versions side-by-side.

Ask bilingual participants: What did AI get right? What needs cultural or terminology correction?

EEO connection: language access expands participation, but quality matters.



Prompting tool: C.L.E.A.R.





30-day challenge

Choose ONE low-risk, repetitive task.

Use public, fictional or de-identified information.

Define the human verification step before you begin.

Ask at least one person with a different role/perspective to review the result.

Measure one outcome: time saved, clarity, access, learning or participation.

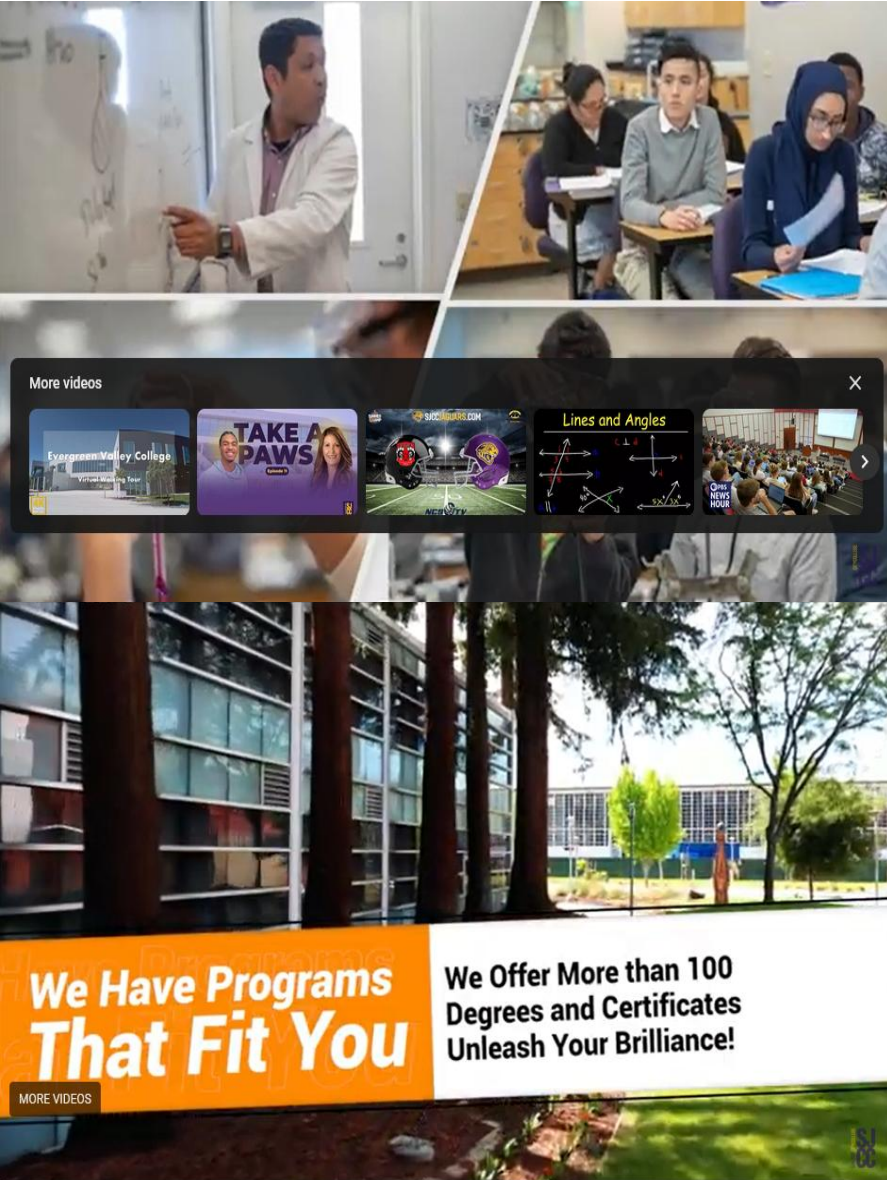


Closing: AI for everyone

The goal is not AI everywhere.

The goal is equitable access to useful tools, critical AI literacy, responsible human judgment, and more time for the human work that matters most: teaching, learning, mentoring, serving and belonging.





Local grounding & resources

SJECED EEO & Diversity Plan / Advisory

Committee: sjeccd.edu → Employees → EEO & Diversity Advisory Committee

SJCC Academic Senate: Academic Integrity & Use of AI Tools / Generative AI guidance

California Community Colleges

Chancellor's Office: EEO resources and Title 5 DEI statement

For the workshop: use current district/college policies as the controlling source whenever they differ from a general AI recommendation.

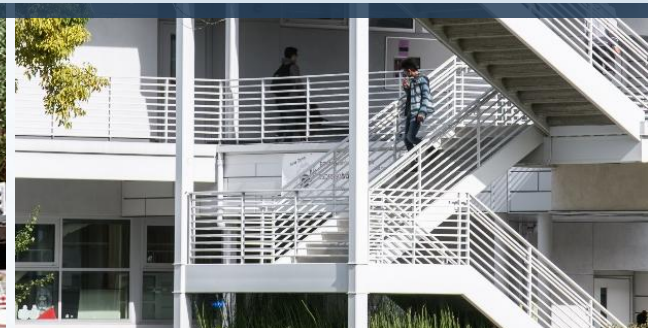


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THANK YOU!

DISTRICTWIDE EEO & DIVERSITY ADVISORY COMMITTEE

Source: OpenAI



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