

AI Strategy Administration and Operations Working Group

To effectively integrate AI into our institution, we are establishing three focused working groups. Each group will address and consider AI strategy in specific areas: Administration and Operations, Research, and Teaching and Learning. Each working group will be co-led by a faculty member and a staff member or administrator to ensure diverse perspectives and comprehensive understanding. Working groups will be open to all faculty members and staff (with supervisor approval) with attention paid to ensuring appropriate representation across schools, colleges, and units depending on the committee topic. This effort aligns with our university's strategic plan by prioritizing institutional goals related to innovation, inclusivity, and academic excellence through a deliberate and coordinated approach to AI.

The goal of these working groups is to help CU Denver ensure a holistic and strategic approach to integrating AI into our institution. By focusing on administration and operations, research, and teaching and learning, we can address the unique needs and opportunities in each area, fostering innovation and efficiency. The co-leadership model, pairing faculty members with staff or administrators, supports diverse perspectives and expertise, promoting inclusive and well-rounded solutions. Engaging a wide range of community members in these groups allows for a comprehensive representation of the community's interests and concerns, ensuring that the AI strategy reflects the collective vision and addresses the needs of all members. This collaborative effort not only enhances the quality and relevance of our AI initiatives but will also support a sense of ownership and commitment across the institution. There will also be ACE (Access and Community Engagement) and OIT expertise incorporated in each team.

Leaders of each working group will serve as representatives on a steering committee that will also meet regularly to ensure that the groups are learning from one another's efforts. Training and educational opportunities on data and risk, ethical best practices for AI, and other topics requested by the working group members will be made available for working group members to engage in. When possible, trainings and educational opportunities may also be offered to the larger campus community.

1. Administration and Operations Working Group

Objectives:

- Conduct a SWOT analysis of AI use cases in administration and operations.
- Identify and document AI-related resources relevant to administration and operations.
- Develop a list of policies that need to be drafted to guide AI implementation in administrative and operational processes.
- Create a description of possible uses cases for how AI can be integrated into this area.

Key Focus Areas:

- Automating routine administrative tasks.
- Enhancing data management and analysis for decision-making.
- Improving student and staff services through AI-driven solutions.

- Focusing on upskilling employees not replacing employees and reducing administrative burden

Deliverables for Each Working Group

1. **SWOT Analysis:** A report detailing the strengths, weaknesses, opportunities, and threats of AI integration within their focus area.
2. **AI-Related Resources Documentation:** A curated list of AI tools, platforms, and resources relevant to their area of focus.
3. **Policy Recommendations:** A detailed list of policies that need to be drafted, including proposed guidelines and standards for AI implementation.
4. **Use Cases:** A description of possible use cases for how AI can be integrated into each area.

Timeline

- **Kickoff Meetings:** Mid- to late February
- **Final Report Submissions:** TBD

Communication and Collaboration

The working groups will meet bi-weekly to discuss progress, share insights, and collaborate on their deliverables. Leadership for each working group will also meet together to communicate updates across the groups and ensure alignment with the institution's overall AI strategy.

Administration and Operations Working Group Charge

The integration of AI in administration and operations presents an opportunity to streamline processes, improve efficiency, reduce busy work and administrative burden, and enhance decision-making. AI can automate routine administrative tasks, freeing up staff time for more strategic activities. By utilizing data-driven insights, AI can help predict trends, allocate resources more effectively, and personalize services for students and staff. In an increasingly competitive higher education landscape, staying current with AI advancements is crucial for maintaining operational excellence and responsiveness. Implementing an AI strategy ensures our institution remains agile and capable of adapting to industry changes and technological innovations, thereby improving overall institutional performance and stakeholder satisfaction.

Deliverables:

1. SWOT Analysis Report
2. AI-Related Resources Documentation
3. Policy Recommendations
4. Use Cases

Timeline:

- **Kickoff Meetings:**
- **Final Report Submissions:**

Guiding Questions:

1. What are the current strengths and weaknesses of our administrative and operational processes?
2. How can AI enhance these processes?
3. What are the ethical best practices that should be considered in this area?
4. What opportunities can AI create for improving administrative efficiency and effectiveness?
5. What threats or challenges might arise from integrating AI in administration and operations?
6. What AI tools and resources are available to support our administrative needs?
7. What policies are necessary to guide ethical and effective AI use in administration and operations?