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Attachments: AI Workgroup Priorities and Deliverables.pdf

Hello everyone,

I hope the semester is going well and that you're finding time to catch your breath during this busy stretch of the fall term. I wanted to share a few updates and highlights.

AI Workgroup Update

Our AI Workgroup has been busy identifying priorities for the year, and I wanted to share their focus areas: (Please see attached for additional information)

1. **Policies and Processes:** The group is developing recommendations for the college's preferred AI platform(s) and the policies needed to support responsible use across the college.
2. **Faculty Resources and Training:** They're working on resources and training to help faculty integrate AI into their teaching practices and prepare students to use AI effectively and professionally.
3. **AI Utilization at Ozarks Tech:** The group is also exploring how faculty and staff can use AI to improve their daily work and overall efficiency.

ESL Update

Recently I had a visit with the faculty Senate, and we discussed English as a second language (ESL) students. We're looking at ways to better support our ESL students and faculty that are teaching them. One current option is to direct students to our Adult Education and Literacy (AEL) for ESL testing, which could provide a clearer picture of student needs and how best to serve them. Ozarks Tech English Language Learner testing that is free to students and is tailored to meet each individual student's unique needs. Additionally, new classes start every 8 weeks. Please find more information about this resource here: [OTC Adult Education and Literacy - OTC Adult Education and Literacy](#).

Educational Raise Process Update

A big thank-you to HR, Dr. Higdon and everyone involved in improving the degree-increase pay process. I'm happy to share that a proposal has been approved to begin processing educational raises more frequently. HR plans to roll out the new process in January 2026. Under this new approach, raises will take effect on the next applicable pay date once all required materials (including transcripts) are submitted. More details will be shared before the rollout.

Student Spotlight

I had the chance to be interviewed by PTK President Teagan Bowzer, and she did an outstanding job. Teagan represented herself and Ozarks Tech with great professionalism and is a wonderful example of the kind of student leaders we're proud to have here. The PTK students are currently in Wichita, Kansas,

for their regional event. PTK is an excellent program that continues to offer our students so many opportunities to develop their leadership skills, understanding of research, career training, and provide additional scholarship opportunities.

Employee Shoutouts

- **Vanessa Burks** from the Center of Excellence for Medical Simulation recently became our first Certified Healthcare Simulation Operations Specialist (CHSOS). This certification, through the Society of Simulation in Healthcare, strengthens our programs and demonstrates our commitment to having certified experts on staff, something accreditors look for and value.
- **Dr. Jill Mease** from our Lebanon Practical Nursing Program, attended the ANCC Magnet Conference in Atlanta, Georgia, where she presented on two important topics: the signs, symptoms, and impacts of paternal postpartum depression, and the C.A.R.E. Method of Communication, a simple yet powerful approach to guiding difficult mental health conversations in nursing.

Thank you both for being such great representatives of Ozarks Tech.

Eagle Summit Proposals

Eagle Summit proposals are now open! I encourage everyone to consider submitting ideas, teaching strategies, or innovations that could benefit others across the college. The call for proposals is open through October 31st.

Thank you all for the great work you do every day to support our students and each other. Your efforts truly make a difference in what we accomplish together.

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In the first AI Workgroup, we established three priorities and discussed key deliverables on accomplishing these priorities. The results of that session are listed below. The deliverables are the intended focus of this academic year for the group, with the goal of producing products or recommendations related to these items.

Priority #1- Policies/Processes: Create a recommendation for the preferred AI platform(s) of the college and associated policies necessary for the college's use (e.g. AI and FERPA policy).

Deliverables:

1. Institutional policy with flexibility for departmental adaptations
 - Protect our data (student & institution) i.e. FERPA.
 - Recommendation of preferred software(s) utilized by institution
 - Process/budget for AI tools
2. Ways to offer AI education (certification/degree/courses)

Priority #2 – Faculty Resources and Training: Develop resources and training to empower faculty to integrate AI into their teaching practices and equip students with skills to use AI to further their professionalism.

Deliverables:

1. Determine an oversight & management structure – who provides guidance and has authority when it comes to AI (particularly in academic uses)
2. Increase awareness and adoption of AI tools amongst faculty
3. Expand professional development sessions and resources currently offered to faculty and academic staff
 - Expansion of Center for Teaching & Learning w/ GenAI
 - Expansion of the AI Canvas Course for faculty
 - Need effective use cases

Priority #3 – AI Utilization by OTC: Create recommendations, training, and resources for how AI could be used by faculty and staff in their roles.

Deliverables:

1. Conduct a stakeholder survey to determine AI needs and current use of AI tools for operational tasks.
 - Assess manual tasks that could be potentially automated by AI (transcript eval, financial aid, scheduling)
2. Central hub of resources on AI for faculty & staff (potentially on the Intra/Hub)
 - Create our own GPT with OTC-specific materials
 - Operational chatbot
3. Create a central AI authority and assign responsibility to an office for providing guidance on AI utilization by the college