



Working Plan for Generative AI in 2024-2025 for Academic Leaders

This outline for an action plan is drawn from a number of resources, all of which are listed on the final page. We've synthesized these resources to help Academic Leaders plan how to proceed methodically in planning for the 2024-2025 academic year.

This document is yours to use throughout your school, please do not distribute it beyond your campus.

Phase	Action Item	Possible Steps	Your Plan
Initiate	Hold Awareness Sessions	<ul style="list-style-type: none"> • Survey staff to gauge current AI knowledge and usage. • Organize sessions to demystify AI, addressing misconceptions and highlighting benefits and limitations. 	
	Form an Advisory Team	<ul style="list-style-type: none"> • Include educators, technology specialists, administrators, students, and community members. • Involve early adopters of AI technologies to model appropriate usage. • Oversee AI initiative development and ensure alignment with educational goals. 	
	Develop Policies and Guidelines	<ul style="list-style-type: none"> • Draft comprehensive guidance addressing ethical considerations, data privacy, and responsible AI use. • Utilize resources like the AI Guidance for Schools Toolkit from TeachAI. 	
	Explore AI Tools	<ul style="list-style-type: none"> • Pilot various AI tools and platforms to find those that best suit teaching methods and learning objectives. • Evaluate general productivity tools within your current ecosystem (e.g. Google, Microsoft) first. • Evaluate instructional or student use tools cautiously. • Use pilot programs to assess tool effectiveness. 	

Phase	Action Item	Possible Steps	Your Plan
Build	Provide Professional Development	<ul style="list-style-type: none"> • Offer ongoing training sessions covering technical aspects, security policies, and pedagogical strategies for AI tool usage. • Ensure educators are confident, safe, and competent in using AI. 	
	Refine Guidelines with Broad Input	<ul style="list-style-type: none"> • Gather feedback from teachers, students, and parents to refine AI policies. • Ensure policies are comprehensive and inclusive. 	
	Adapt Assessment Strategies	<ul style="list-style-type: none"> • Update current assessment methods to account for AI use. • Integrate frameworks like the AI Assessment Scale from Leon Furze. 	
Engage	Begin AI Literacy Efforts in Classrooms	<ul style="list-style-type: none"> • Integrate AI-related content into the curriculum. • Teach students about AI basics, applications, and ethical considerations. 	
	Share & Implement Guidelines with Students and Families	<ul style="list-style-type: none"> • Communicate AI policies and guidelines clearly to students and families. • Use various channels to ensure everyone understands the expectations and benefits of AI integration. 	
	Provide Ongoing Training	<ul style="list-style-type: none"> • Offer continuous professional development opportunities to keep educators up-to-date with AI developments and expectations. 	

Evaluate	Identify & Share Promising Practices	<ul style="list-style-type: none"> • Create platforms for advisory committees and teachers to share experiences, successes, and challenges. • Build a portfolio celebrating effective AI practices. • Showcase work to parents and caregivers in appropriate times. 	
	Update Policies & Guidelines as Needed	<ul style="list-style-type: none"> • Regularly review and update AI guidelines to remain relevant and effective. 	
	Monitor Adoption of Tools & Strategies	<ul style="list-style-type: none"> • Establish metrics and evaluation processes to track AI tool adoption and impact. • Use regular feedback loops to fine-tune AI integration efforts. 	

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Resource list

Acar, Oguz. Are your students ready for AI? Harvard Business Publishing: <https://hbsp.harvard.edu/inspiring-minds/are-your-students-ready-for-ai>

Bruno, Justin. A Structured Approach to AI Integration: A Roadmap For The 24-25 School Year. Michigan Virtual: <https://michiganvirtual.org/blog/a-structured-approach-to-ai-integration-a-roadmap-for-the-24-25-school-year/>

Furze, Leon. AI Assessment Scale Version 2. <https://leonfurze.com/2023/12/18/the-ai-assessment-scale-version-2/>

Hollands, Fiona & Breazeal, Cynthia. Establishing AI Literacy before Adopting AI: The Science Teacher 2024 <https://www.tandfonline.com/doi/full/10.1080/00368555.2024.2308316>

Stanford University. Human-Centered Artificial Intelligence: Measuring trends in AI

Teach AI. AI Guidance For Schools Toolkit <https://www.teachai.org/toolkit>

The AI Education Project: Introduction to Artificial Intelligence <https://www.aiedu.org/>