

2026 SACSCOC SUMMER INSTITUTE

Use-Case Prioritization Template

Implementing AI Across the Institution · Dr. Kollin Napier, Chief Artificial Intelligence Officer, MAIN

EXAMPLE Sample responses for a fictional mid-sized public university (Riverbend State). Yours will differ; use this to see the level of detail expected.

#	Candidate AI use case and function area	Value	Feasibility	Risk	Mission alignment	Priority
1	AI advising nudges and early-alert outreach (Student Services)	High	Medium	Medium	High	1
2	Assessment-evidence synthesis for program review (Assessment / IE)	High	Medium	Medium	High	2
3	Student FAQ chatbot for enrollment and financial aid (Student Services / IT)	Medium	High	Low	Medium	3
4	AI-assisted syllabus and AI-policy drafting for faculty (Academic Affairs)	Medium	High	Low	Medium	—
5	Automated meeting notes and summaries for committees (Operations)	Medium	High	Low	Low	—
6	Predictive enrollment and capacity modeling (Institutional Research)	High	Low	High	Medium	—

Top pick carried into the plan: #1, advising nudges and early-alert outreach. At a community or technical college, a strong top pick often looks like advising and enrollment outreach, gateway-course completion support, or financial aid FAQs, scoped to a small team.

Institutional Readiness Self-Assessment

Implementing AI Across the Institution · Dr. Kollin Napier, Chief Artificial Intelligence Officer, MAIN

EXAMPLE Sample responses for a fictional mid-sized public university (Riverbend State). Yours will differ; use this to see the level of detail expected.

Readiness dimension	Rating (1-5)	Notes and evidence
Leadership and strategy	3	Provost is a visible sponsor, but there is no formal institution-wide AI strategy yet.
Culture and trust in AI	3	Faculty are curious but concerned about academic integrity and workload.
Workforce capacity and skills	2	Few staff have AI training and there is no protected time to learn or experiment.
Technology infrastructure and data	3	Solid LMS and SIS, but advising data is siloed across offices.
Funding and resources	2	No dedicated AI budget; relying on tools already licensed.
Governance, policy, and responsible use	2	Only draft guidance exists; FERPA and vendor-data questions are unresolved.
Change management capacity	3	IE office can coordinate, but there is change fatigue after reaffirmation.

Summary

Top strength to build on	Engaged provost plus a solid LMS and SIS data foundation to build early alerts on.
Top constraint to address	No AI governance or policy, and limited staff time and training.

Stakeholder Engagement and Capacity-Building Worksheet

Implementing AI Across the Institution · Dr. Kollin Napier, Chief Artificial Intelligence Officer, MAIN

EXAMPLE Sample responses for a fictional mid-sized public university (Riverbend State). Yours will differ; use this to see the level of detail expected.

Stakeholder group	Interest	Influence	Engagement approach	Capacity-building or training need
Academic advisors	High	Medium	Co-design the outreach workflow; pilot with volunteers.	How to interpret AI flags and when to override them.
Faculty senate	Medium	High	Brief them early; invite concerns on integrity and workload.	Responsible AI use and FERPA basics.
IT and data services	High	High	Partner on LMS/SIS integration and data governance.	Staff time to build and maintain the integration.
Registrar / FERPA officer	Medium	High	Review data use, consent, and vendor terms.	Student-data privacy guidance for AI tools.
First-year students	Medium	Low	Explain the purpose in plain language; gather feedback.	Clear communication on how and why AI is used.
Cabinet and CFO	Medium	High	Share pilot results and a simple cost-benefit case.	Brief on ROI, risk, and what sustained funding buys.

One-Page Campus Implementation Plan

Implementing AI Across the Institution · Dr. Kollin Napier, Chief Artificial Intelligence Officer, MAIN

EXAMPLE Sample responses for a fictional mid-sized public university (Riverbend State). Yours will differ; use this to see the level of detail expected.

Priority AI use case (function or area)	AI-assisted advising nudges and early-alert outreach to improve first-year retention (Student Services, with IE measuring impact).
The opportunity: what it would do	Use existing LMS and SIS signals to flag at-risk first-year students earlier and prompt timely, personalized advisor outreach.
Why it is high value in the next 12 months	First-year retention is a strategic priority, the data already exists, and results are measurable within one academic year.
Top readiness strength to build on	Supportive provost and a solid LMS/SIS foundation with usable student data.
Top readiness constraint to address	No AI governance or policy, and limited advisor time and training.
Essential stakeholder group(s)	Academic advisors and IT/data services, with the registrar for FERPA review.
Engagement or capacity-building step	Stand up a small cross-functional pilot team and run a responsible-AI and FERPA workshop for advisors.
Near-term action steps (next 90 days)	1) Charter the pilot and name an owner. 2) Draft data-use and FERPA guardrails with the registrar. 3) Configure early-alert flags in the LMS for one first-year cohort. 4) Train 8-10 advisor volunteers.
Resources required and funding source	Advisor and pilot-team time (existing staff), LMS/SIS tools already licensed, and a FERPA workshop covered by existing PD funds. No new procurement for the pilot.
Responsible-use practice to apply	Human in the loop (an advisor reviews every flag), transparent student communication, FERPA-compliant data handling, and no automated decisions.
How I will measure progress	Fall-to-spring retention of the pilot cohort versus a comparison group; number of students contacted; outreach completed; advisor and student feedback.
Scaling or next step beyond this term	If retention improves, expand to all first-year students next year, add a sophomore cohort, and fold the metric into annual IE reporting.