

AI Readiness and Reflection Guide for Higher Education

This five-step guide is designed to help you reflect on your institution's approach to AI in teaching and learning. Use it individually or as part of a team conversation.

1. Philosophy:

What Is Our Philosophy Regarding AI Use in Learning

Prompt: Does our institution treat AI as a partner in learning, a productivity tool or both?

- ☐ We've articulated a clear institutional stance on AI.
- ☐ We emphasize critical thinking, reflection and skill-building in AI use.
- ☐ We're still developing our viewpoint.

Reflection: How would you summarize our institution's current philosophy about AI in education?

2. Support:

How Are We Supporting Faculty in AI Adoption?

Prompt: Are our faculty equipped to use AI in pedagogically sound ways?

- ☐ We offer workshops or learning communities.
- ☐ We share examples of effective, ethical AI use in teaching.
- ☐ We provide resources, templates and sample assignments.
- ☐ We have yet to begin structured support.

Reflection: What support does our faculty need most right now?

3. Policies:

Are Our AI Policies Clear, Balanced and Actionable?

Prompt: Do our academic honesty and classroom policies address AI use with nuance?

- ☐ We have a written policy on AI usage for students.
- ☐ We've guided instructors on how to set expectations in syllabi.
- ☐ We've updated academic integrity frameworks to include AI.
- ☐ We are still exploring our approach.

Reflection: What aspects of AI use are currently a gray area for our institution?

4. Effective Design:

Are Our Assignments Designed To Amplify Thinking?

Prompt: Are students using AI to brainstorm, revise, simulate or reflect—or to copy and paste?

- ☐ Assignments require analysis, synthesis and original thought.
- ☐ Students are encouraged to reflect on how they use AI tools.
- ☐ Simulations or case studies are used to build empathy and judgment.
- ☐ We're revisiting assignment design to adapt to AI.

Reflection: What assignment changes or examples could help faculty distinguish between support and shortcuts?

5. Next Steps:

What Next Steps Will We Take?

Prompt: What immediate, actionable steps can our team take?

- ☐ Convene a task force or working group and establish a routine cadence for revisiting AI policies and procedures
- ☐ Develop or refine our AI usage policy
- ☐ Pilot new AI-integrated assignment designs
- ☐ Launch faculty development initiatives
- ☐ Schedule a conversation with D2L to explore tools and support

Reflection: Share one concrete step you'll take in the next month

Book a free 20-minute AI
strategy consultation with D2L's
VP of Academic Partnerships,
Robyn Hammontree.

Let's Talk.

