

# AI Readiness and Reflection Guide for Higher Education

D2L

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.

