



SAN DIEGO
Community College District

MAXIMIZING EFFICIENCY WITH AI: STRATEGIES & TOOLS FOR YOUR WORK DAY

HOSTED BY SDCCD'S II&E

5 / 8 / 25



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I have a passion for rhetoric, pedagogy, and poetry. I also maintain a keen interest in gamification, edtech, and web3 technologies, like artificial intelligence (AI), blockchain, and the metaverse--particularly in how they can make education more accessible, engaging, relevant, and impactful for students.



WELCOME!

Tell us in the chat where you're joining us from!

- Your title
- Your comfortability with AI. 1 - 10
- What you're looking to take away



1

Reframe AI as a Productivity Partner

Recognize AI's power to automate routine tasks—freeing you to focus on higher-value work.

2

Apply Clear, Ethical AI Practices

Protect privacy, verify outputs, and cite AI assistance to ensure responsible, transparent use.

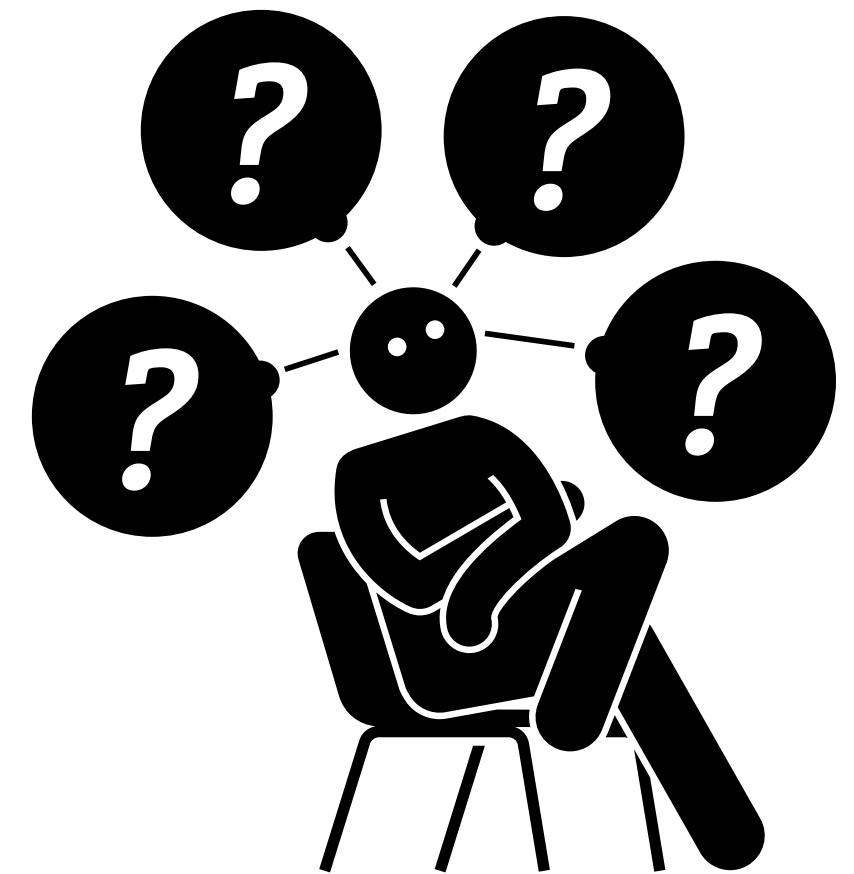
3

Design Workflows with AI in Mind

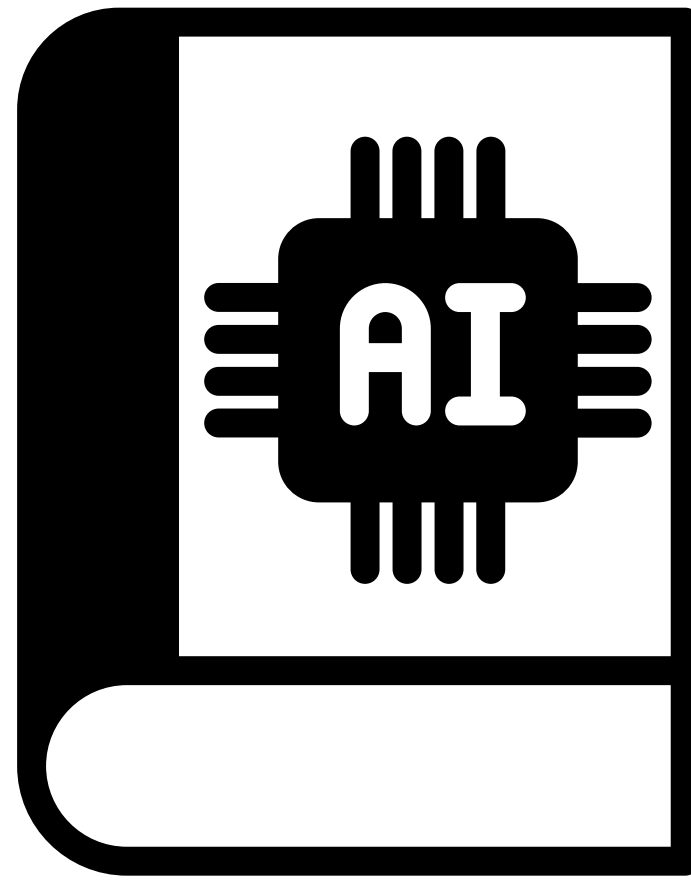
Embed AI into draft-review-refine cycles to boost speed, accuracy, and continuous improvement.

A.I in Daily Work Flows: Framing Questions

- 1. Where can AI give me an instant time-saver in my daily work—email, scheduling, data entry, or reports—and what quick win should I try first?**
- 2. How do I prompt ChatGPT, Claude, or Copilot so their drafts hit the right tone and accuracy—while keeping my own voice and judgment in the final product?**
- 3. Which routine processes in our office could be safely automated or streamlined with AI, and how will we measure gains in accuracy or productivity?**
- 4. What simple, transparent guidelines (privacy, verification, attribution) should we follow to ensure ethical, responsible AI use with sensitive information?**
- 5. How can I build an ongoing habit of partnering with AI—iterating, refining, and learning—so each task gets faster and better over time?**



A.I Literacy: Understanding the Basics

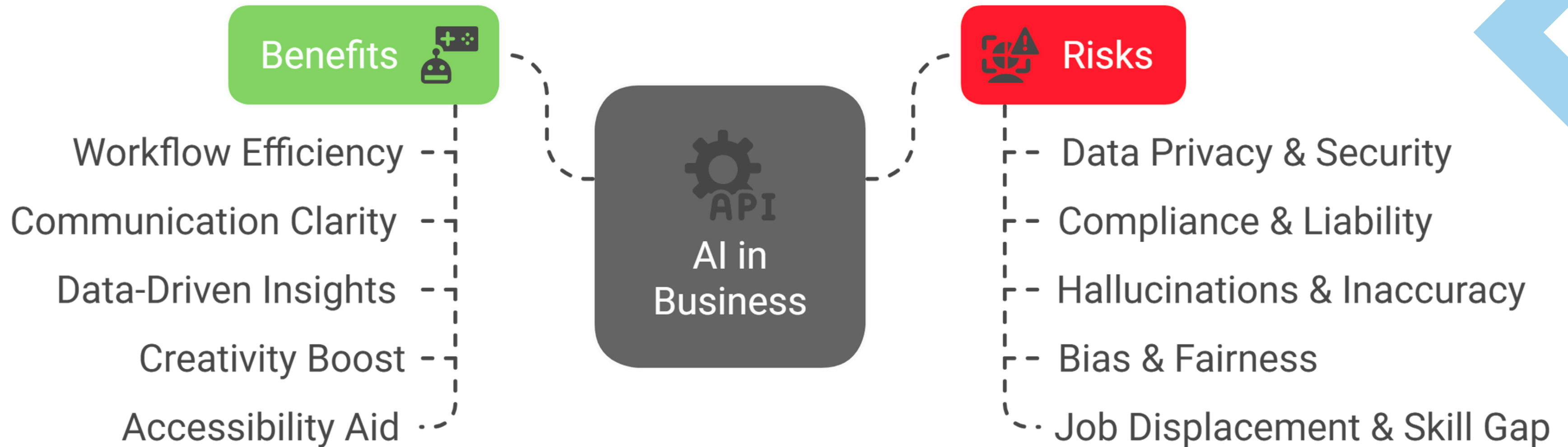


AI Literacy is the ability to understand, use, and critically evaluate AI tools—recognizing their limitations, ethical implications, and societal impact.

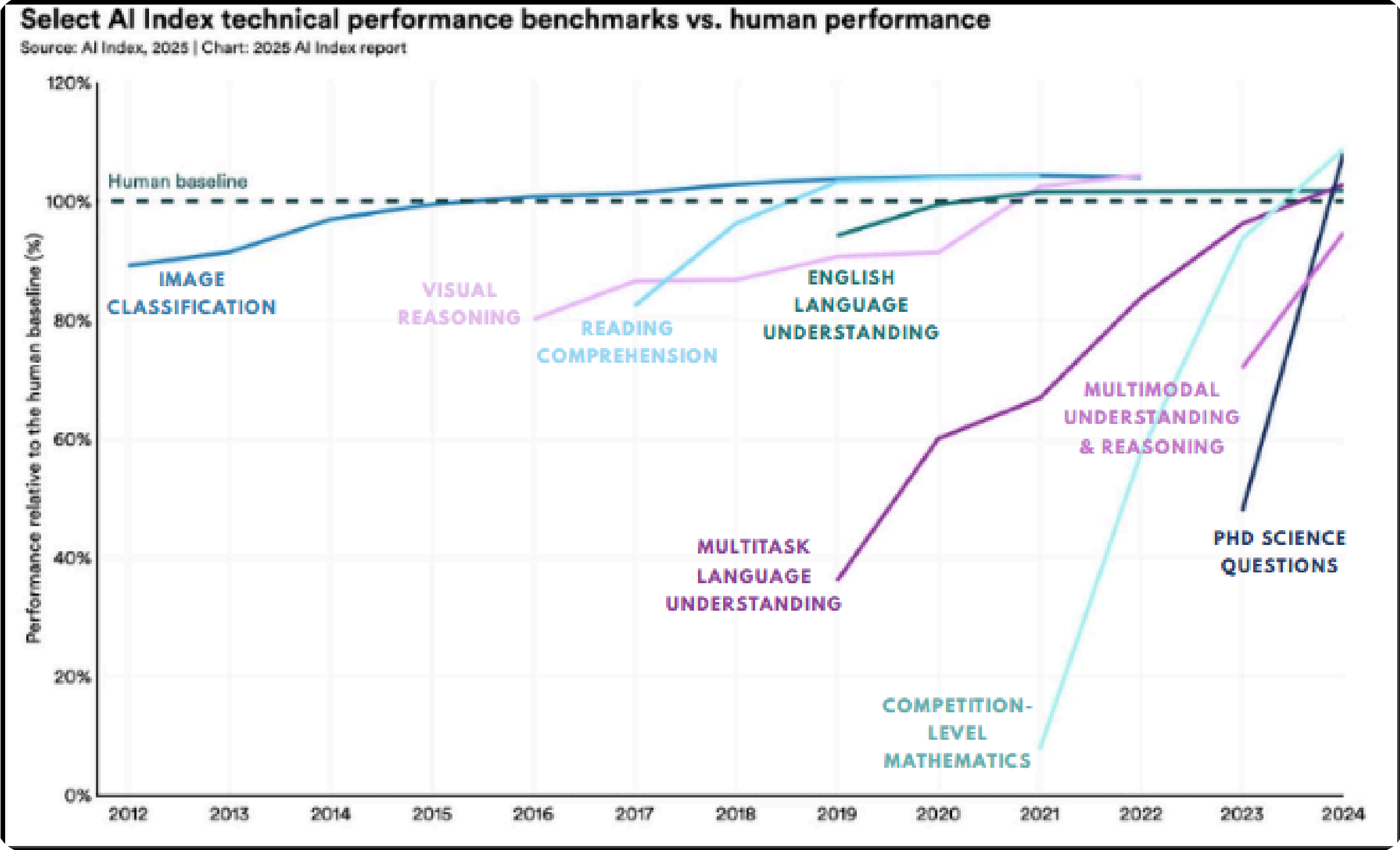
AI Prompting is the practice of guiding AI tools using natural language to generate relevant, tailored responses—by giving clear instructions, questions, or examples aligned with the user's intent.

Ethical AI Usage emphasizes ensuring responsible and equitable use of AI in the classroom, focusing on privacy, bias, and academic integrity.

A.I for Work: Benefits & Risks:

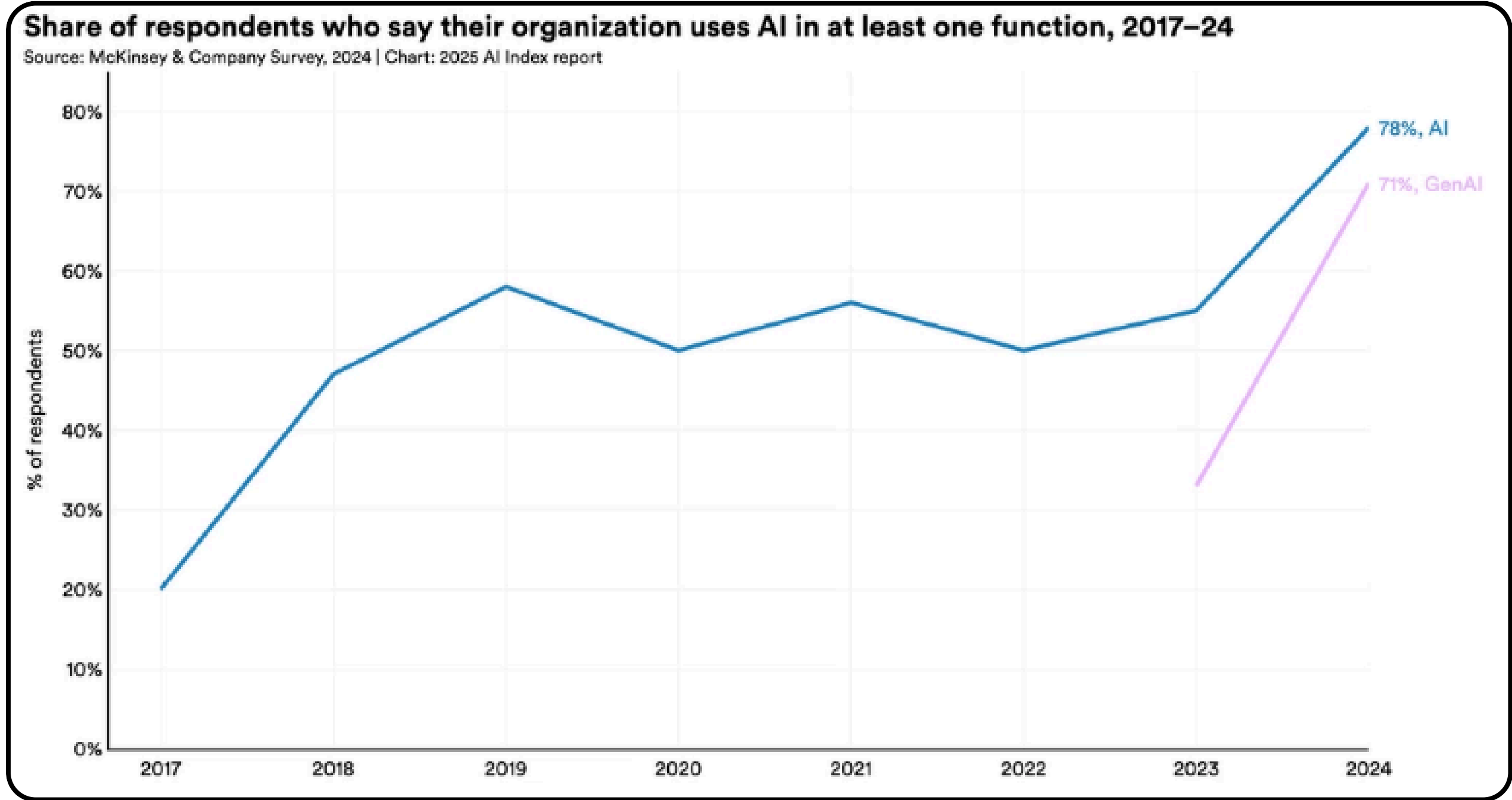


A.I Index 2025: The Current Landscape



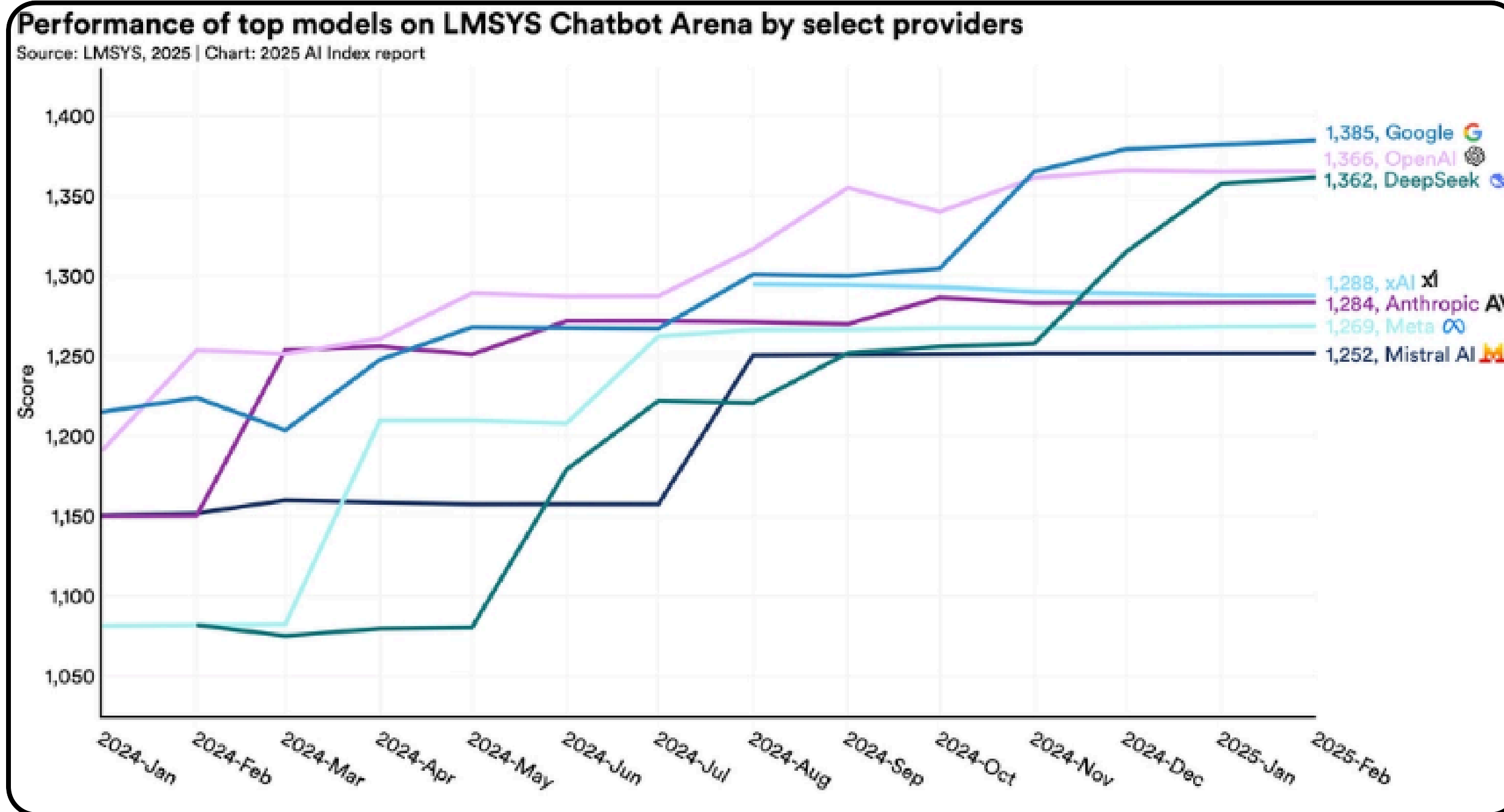
A.I has now achieved parity with the “human baseline” in technical performance benchmarks.

A.I Index 2025: Business Trends



AI adoption in business has surged dramatically, with **78% of organizations now using AI** in 2024 —up from 55% just a year ago.

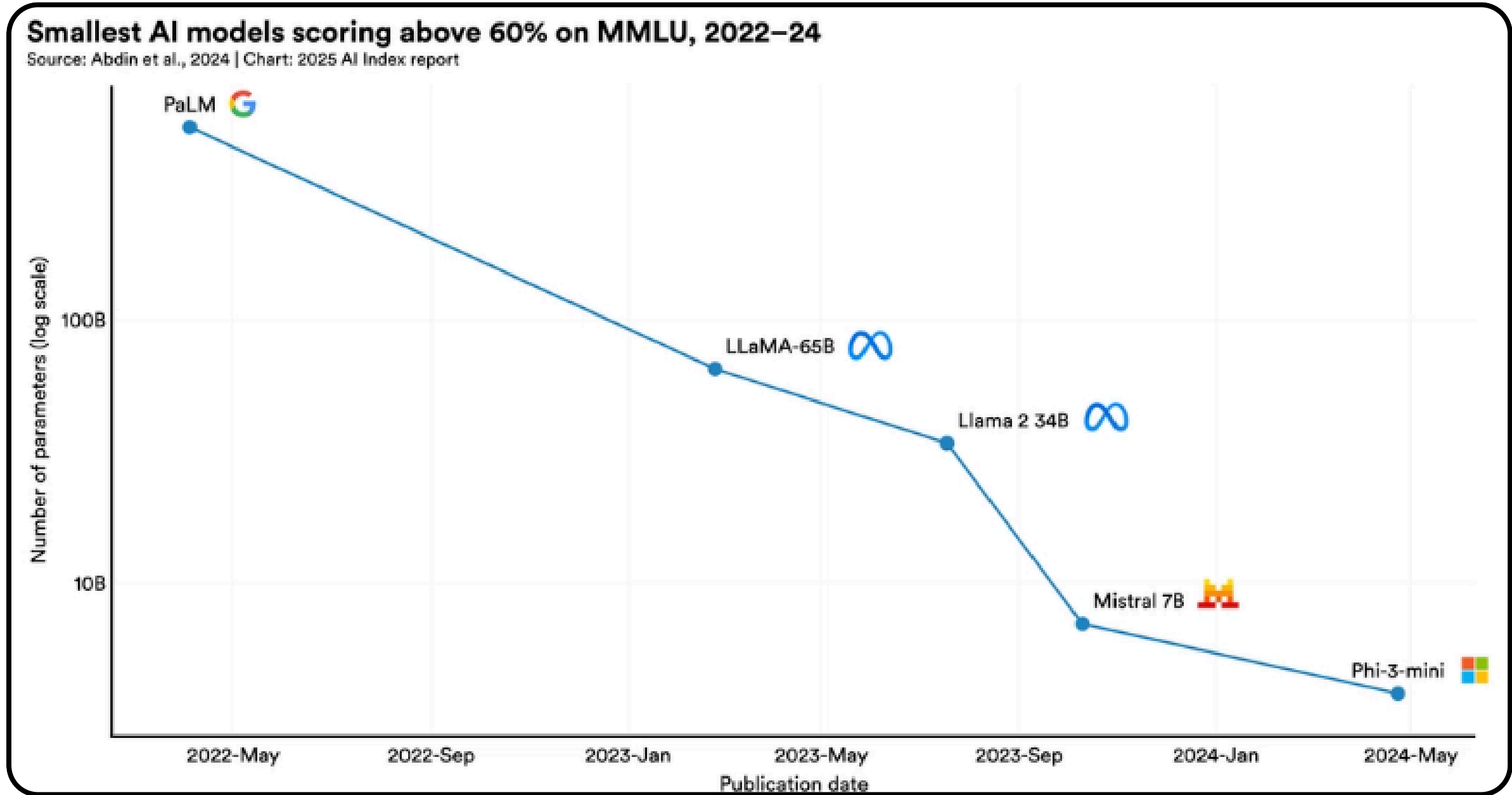
AI Index 2025: Model Performance



90% of notable AI models in 2024 came from industry, up from 60% in 2023

Training **compute doubles every five months, datasets every eight, and power use annually**. The frontier is increasingly competitive—and increasingly crowded.

A.I Index 2025: Model Performance



At the hardware level, **costs have declined by 30% annually**, while energy efficiency has improved by 40% each year.

Open-weight models have closed the gap with closed models to just 8% - 1.7% on some benchmarks in a single year.

A.I for Work: Things to Consider



“So, how do I make the best of A.I in the workplace?”

Getting Started Checklist

1. Identify one specific task to enhance with AI this week
2. Select an appropriate AI tool from the provided resource list
3. Allocate 30 minutes for initial setup and learning
4. Track time savings and quality improvements
5. Adjust implementation based on results

Best Practices

1. Start with low-risk, high-frequency tasks
2. Use AI as an assistant, not a replacement for judgment
3. Verify AI outputs before finalizing work
4. Track effectiveness through simple metrics
5. Share successes and lessons learned with colleagues

A.I for Work: Adapting Processes

Process Automation (RPA)

- Automate repetitive data entry, approvals, and form routing to free up human time.

Smart Communication

- Draft clear emails, memos, or policy updates in seconds—tailored to audience and tone.

Data Insights & Reporting

- Summarize large spreadsheets, create dashboards, and surface trends for quicker decisions.

Knowledge Management

- Use AI search and summarization to surface the right documents or precedents instantly.


Accessibility & Inclusion

- Auto-generate captions, translations, or plain-language versions to reach every employee.

Project Management

- Build timelines, flag risks, and suggest resource allocations from a short prompt.

Regardless of department, one of AI's best uses is tailoring workflows to team needs and stakeholder expectations.



Take a routine report or workflow you already own and let AI redesign it for speed, accuracy, and clarity!

A.I for Work: Analyzing Data (example)

Prompt Analyze Survey Data Prompt

You are an expert researcher and data analyst with knowledge of **[TOPIC]**. **[DESCRIBE YOUR ROLE AND ORGANIZATION TYPE]**. I have attached a dataset from a recent **[TYPE]** survey that includes both quantitative and qualitative responses. Your task is to analyze the data and identify key trends and related action steps. Please include the following in your analysis: 1. Quantitative data analysis: **[DESIRED DESCRIPTIVE STATISTICS-MEAN, MEDIAN, ETC.]** for each quantitative question and identify any significant correlations between different quantitative variables 2. Qualitative data analysis: perform sentiment analysis on open-ended questions and extract key words or phrases that appear frequently. Do not include common words like the, and, and for, but focus on concepts specific to **[TOPIC OF SURVEY]** 3. Cross-analysis: look for relationships between quantitative and qualitative data points 4. Identify outliers and explain them in the context of the other data 6. Provide key insights: identify 3-5 significant trends or insights from the data and suggest actionable recommendations for **[ORGANIZATIONAL GOAL CONNECTED TO DATA]**.

A.I for Work: Analyzing Data (example)

Prompt **Analyze Survey Data Prompt**

You are an expert organizational psychologist and data analyst specializing in change management and technology adoption. I am the assistant superintendent of a mid-sized school district just starting to implement generative AI. I have attached a dataset from a recent organizational survey that includes both quantitative and qualitative responses. Your task is to analyze the data and identify key trends and related action steps. Please include the following in your analysis: 1. Quantitative data analysis: calculate basic descriptive statistics (mean, median, mode, standard deviation) for each quantitative question and identify any significant correlations between different quantitative variables 2. Qualitative data analysis: perform sentiment analysis on open-ended questions and extract key words or phrases that appear frequently 3. Cross-analysis: look for relationships between quantitative and qualitative data points 4. Provide key insights: identify 3-5 significant trends or insights from the data and suggest actionable recommendations for developing comprehensive guidance on generative AI that address stakeholder needs and align to our mission of meeting the needs of all learners.

A.I for Work: Accessibility (example)



Enhancing Accessibility Prompt

You are an expert in inclusive design and accessibility. Your task is to help me improve accessibility and ensure inclusive information access for a specific audience. Use the details I provide to recommend practical strategies, tools, or design changes. Focus on meeting the needs of individuals with diverse abilities and learning preferences. This accessibility planning is for **[DESCRIPTION OF MATERIALS, ENVIRONMENT, OR TOOL]**, intended for **[TARGET AUDIENCE]**, and currently includes **[EXISTING FORMAT / FEATURES]**. Please suggest improvements based on best practices in universal design and accessibility standards such as **[INCLUDE SPECIFIC GUIDANCE / NEEDS (E.G., WCAG, UDL)]**.

A.I for Work: Accessibility (example)



Enhancing Accessibility Prompt

You are an expert in inclusive design and accessibility. Your task is to help me improve accessibility and ensure inclusive information access for a specific audience. Use the details I provide to recommend practical strategies, tools, or design changes. Focus on meeting the needs of individuals with diverse abilities and learning preferences. This accessibility planning is for a district website and digital newsletter, intended for families of K-12 students, and currently includes mostly text-based content with some linked PDFs. Please suggest improvements based on best practices in universal design and accessibility standards such as WCAG, UDL, and multilingual considerations.

A.I for Work: Imagining Workflows 2.0

Human Resources

An AI assistant auto-builds personalized on-boarding dashboards for each new hire—combining welcome emails, training modules, and first-week checklists based on role and location.

Finance

A forecasting model analyzes daily cash flow, flags anomalies, and generates a “next-90-days” liquidity outlook with scenario notes—giving managers time to adjust spending or collections.

Operations / Supply Chain

A predictive engine reviews sales patterns and supplier lead-times, then recommends optimal reorder points and delivery windows to minimize stock-outs.

Customer Support

A triage bot reads incoming tickets, tags urgency, drafts first-response emails, and surfaces relevant knowledge-base articles—cutting average reply time in half.

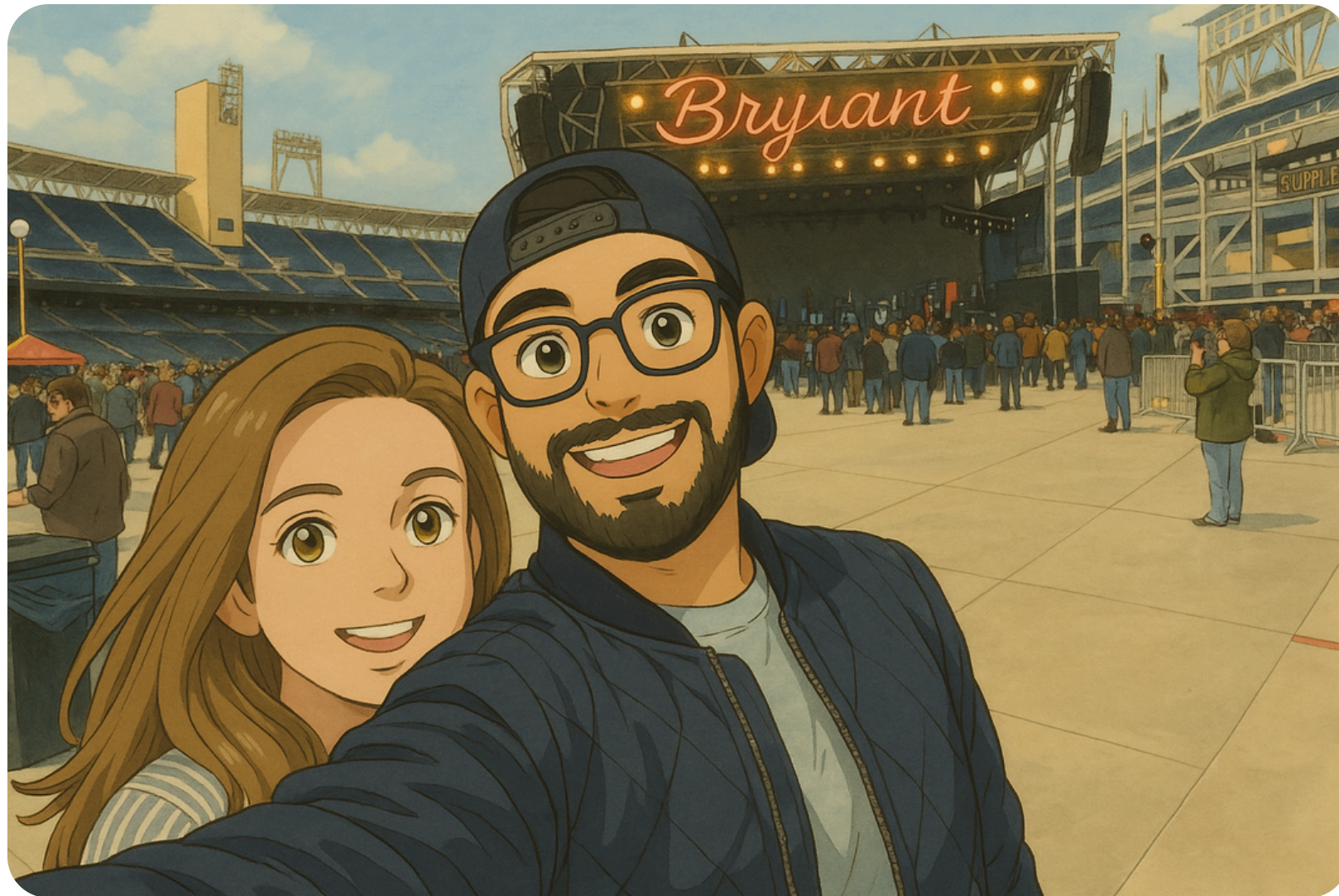
Marketing & Communications

Prompt-to-campaign tools spin a creative brief into tone-matched social posts, email blasts, and ad-copy variations, then schedule them for A/B testing.

A.I for Work: Instant Descriptions

Prompt

Generate alt text for this image that is compliant with ADA



A hand-drawn, anime-style illustration of a smiling couple taking a selfie at an outdoor concert. The man, with a beard, glasses, and a backwards cap, wears a dark quilted jacket. The woman beside him has long light-brown hair, hazel eyes, and a striped shirt. Behind them is a stage with the name "Bryant" lit up in large cursive letters, as people gather in the open space of a large stadium. The atmosphere is cheerful and lively, with a clear sky and soft lighting that creates a warm, inviting tone.

A.I for Work: A.I Bots for Work Flows

Flex Bot (Miramar College)

Flex Bot is an AI-powered, on-demand assistant designed to make every aspect of the Flex program effortless for Miramar College employees

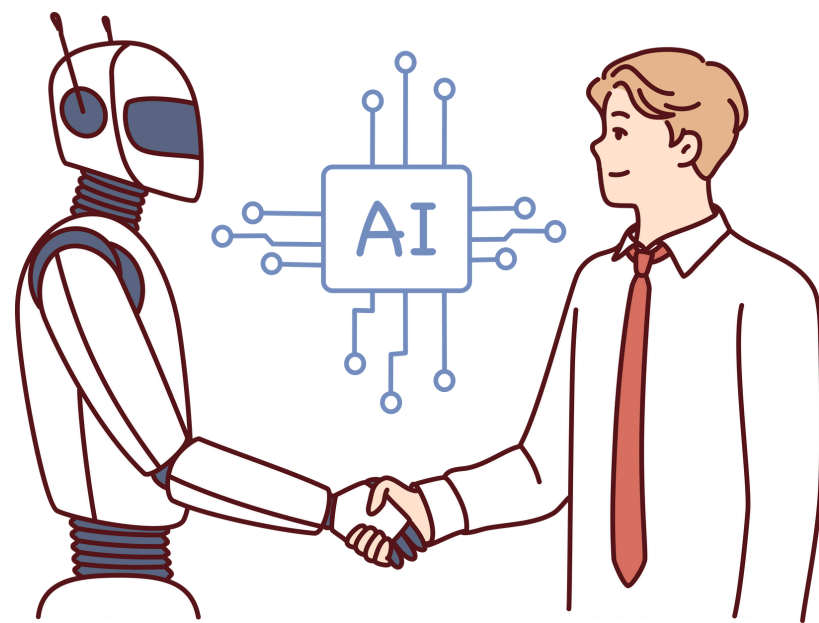
Start

The creators of this app can review your usage, never share personal information.
AI is not intended to give professional, legal, medical or financial advice.



AI bots can now be trained on your office's handbooks, forms, and FAQs to **deliver instant answers, route requests, and provide support around the clock.**

These small, department-specific models let staff access policies, deadlines, and procedures whenever they need them—freeing everyone to focus on higher-value work.



Leveraging AI for Design

Custom Visuals

Use AI image tools to generate banners, icons, and section headers for your sites, Teams channels, or internal newsletters—no design software required.

Brand & Campaign Assets

Quickly create unique artwork for flyers, social posts, and slide decks to keep department communications on brand without waiting in the design queue.

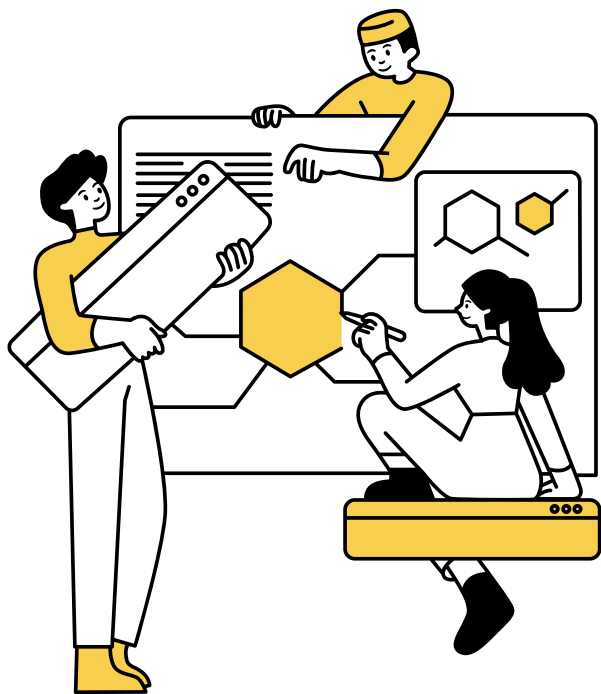


Concept Illustrations

Produce striking, on-theme images or infographics that explain complex ideas—perfect for executive briefings, project kick-offs, and stakeholder updates.



Leveraging AI for Efficiency (Bonus Tools)



Sunsama	Daily planner & time-boxing	Start each day with a realistic schedule
Akiflow	Unified tasks → calendar	Drag tasks into open time blocks
Notion	All-in-one docs / wiki	Keep notes, projects, AI summaries together
Reclaim AI	Smart, auto-rescheduling calendar	Protect focus time & habits automatically
Motion	AI auto-scheduler & task list	Re-prioritizes tasks as deadlines shift

Join II&E for Upcoming AI Activities Spring 2025

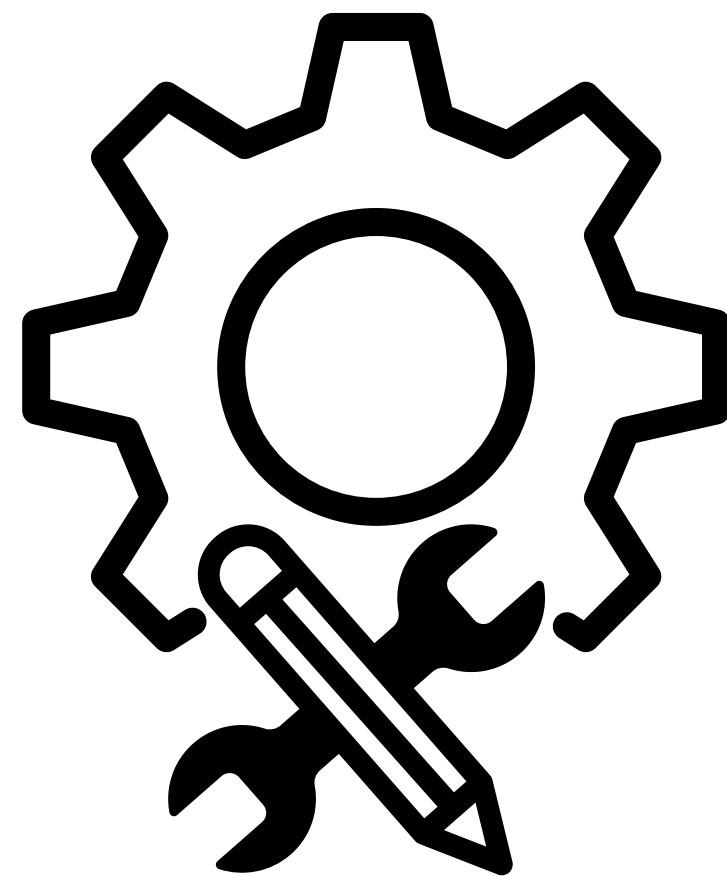
5/23/2025 - Enhancing Learning with AI Chatbots: Strategies for Integration and Engagement

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Fall 2025 Schedule & Offerings in Development!



SURVEY

**Thanks for coming. Hope
you found our time
productive!**

Stay in touch!
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THANK YOU

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