Generative AI (Gen AI) Readiness Checklist for State Education Agencies

Resultant

IS YOUR STATE EDUCATION AGENCY (SEA) READY TO INTEGRATE GENERATIVE AI (GEN AI) TECHNOLOGIES INTO YOUR OPERATIONAL SYSTEM?

SEAs can leverage GenAI to streamline tasks and gain valuable insights. GenAI can automate reports, personalize communication, and answer common questions. It can also assist with reviewing grant applications, and improvement plans. However, data security, staff training, and potential bias in algorithms require careful consideration for successful GenAI adoption.

Use this checklist to consider six key focus areas and identify areas where your SEA may need to improve its readiness for Gen AI.

1. Executive Leadership

Strategic Alignment: Does your agency have a strategic plan that outlines the potential role of AI at-large in education?

Leadership Commitment: Do your leaders demonstrate a clear understanding and commitment to the responsible use of Gen AI in education?

Stakeholder Engagement: Has your SEA established a process for engaging stakeholders in discussions about Gen AI?

2. Operational Readiness

Change Management: Does your SEA have a clear organizational change management plan for implementing Gen AI technologies?

Professional Development: Does your agency have a plan to provide professional development for educators and staff on the use and implications of Gen AI?

Performance Measurement: Is there a system in-place for measuring the effectiveness of Gen AI implementations?

3. Data Readiness

Data Quality: Does your agency have high-quality data that can be used to train and evaluate Gen AI models?

Data Governance: Are there policies and procedures in place for governing the collection, use, and security of student data?

Data Access: Does your SEA have mechanisms for securely sharing student data with authorized users for Gen AI applications (with appropriate consent)?

4. Technical Readiness

Infrastructure: Does your agency have the necessary computing infrastructure to support Gen AI workloads?

Technical Expertise: Does your SEA have staff with the technical expertise to manage and maintain Gen AI systems?

Interoperability: Can your existing IT systems integrate with Gen AI platforms?

5. Security Readiness

Data Security: Are there currently robust security measures in place to protect student data from unauthorized access, use, or disclosure?

Cybersecurity Awareness: Does your SEA have a cybersecurity awareness program to educate staff on data security best practices?

Privacy by Design: Does your agency consider data privacy principles when developing and selecting Gen AI solutions?

6. Legal/Risk Management

Legal Compliance: Does your agency understand the legal implications of using Gen AI, including student data privacy laws?

Risk Assessment: Has your SEA conducted a risk assessment to identify potential risks associated with Gen AI implementation?

Mitigation Strategies: Are there mitigation strategies in place to address identified risks associated with Gen AI use?

Please note: this checklist is not exhaustive and may need to be adapted to meet the specific needs of your SEA. The use of Gen AI in education should be guided by ethical principles such as fairness, transparency, and accountability.

NEXT STEPS:

- Develop an action plan to address any identified gaps.
- Loop in key players. It is important to involve a variety of stakeholders in the process of developing and implementing a Gen AI strategy.
- Seek out additional resources and guidance on Gen AI in education.

If any of these items are unchecked, or you want to know more about one of these focus areas, let us help. **REACH OUT FOR A CONVERSATION.**