



Barton Community College Strategic Plan Project Charter

5.5 - Optimize the growth of employee and efficiency of operations.

[Note: 2.1 and 5.5 are working in parallel for faculty/students and staff respectively.]

Purpose (The why of the project/current state):

Artificial intelligence is rapidly reshaping the workforce and administrative workflows. While Barton Community College has initiated foundational efforts for AI support, training, and integration instructionally, staff will also require information and training to understand what AI is, how they may use it, and how it could be integrated into general operations. Staff have expressed an interest in more information and training to utilize AI. Administration as expressed interest in prioritizing increased awareness and knowledge around the applications of AI where mandatory training for AI use would become mandatory. This project, in collaboration with 2.1, addresses that gap by developing training for staff to become more familiar, confident, and understand ethical considerations while using AI tools.

Artifacts: (The evidence being used):

- 2.1 artifacts including [faculty surveys](#), [student surveys](#), and instructional [standards/syllabi statements](#) (instructional foundation)
- AI Changing how Higher Education Works (articles) - [Forbes \(Dec. 2025\)](#), [Harvard Business Review \(Feb. 2026\)](#), [Educause \(Jan. 2026\)](#)
- Other artifacts to consider?

Overview (Summary of what will be done):

- The Center of Learning Excellence will design and implement AI training for staff (in conjunction with the 2.1 AI training for faculty). Spring 2026 AI Labs will establish a baseline level of AI familiarity and is open to all employees even though it has an instructional focus. Feedback from those sessions will inform the structure, topics, and delivery of future cohorts. A cohort-based AI professional learning model will be used to promote cross-departmental collaboration and Center/Institutional partnerships. Cohorts will be topic specific, time bound, and establish a clear, recurring planning and reporting timeline in support of the long-term institutional commitment.

Project Addresses Strategic Initiative:

5.5 - Optimize the growth of employee and efficiency of operations.



Goal (Desired result/the data point you want to move):

1. To increase staff AI competency and confidence through sustained training and cohort participation. Success will be demonstrated by the launch of staff (and faculty – 2.1) AI trainings and cohort participation for Fall 2026. These AI trainings will include documented learning outcomes and tracked staffed training to fulfill mandatory training requirements. Standards for what training and how often training must occur will be established.
2. To advance AI best practices that help Barton grow employee and operations efficiency.

Project Description or Scope of Work:

A baseline will be established via AI Labs (training) in Spring 2026 and use participant feedback to design future AI training. A cohort will launch in Fall 2026 with institutional recognition awarded for demonstrated competency. Outcomes will be evaluated using assessments and learning artifacts.

Starting Date:

Spring 2026

Milestone Dates:

- May 2026: President's Staff report-out (with 2.1)
- March–April 2026: Baseline AI Labs training delivered
- Fall 2026: Faculty and staff AI cohort launched with iterative/progressive cohort development/training to follow

Impact (How the goal is reflected in a defined population):

The primary impact of this project will be on staff who will gain increased competence, confidence, and intentionality in their use of AI tools. Tangentially, students will benefit through the improvement of any operation efficiencies that could contribute to improved overall student success.

RACI (Responsible, Accountable, Consulted, Informed) Chart:

- [See RACI Chart Spreadsheet](#)



Plan for Sustainability (Where will project “live” after implementation):

- The Center for Learning Excellence will lead the development and implementation of AI Labs and trainings, which will remain housed in the Center through full institutional integration.

Additional Relevant Information:

Identified Institutional Values: (For 4.3 SPI, what institutional values are demonstrated by this initiative? (Honesty, Fairness, Respect, Courage, Trust, Responsibility)

Honesty, Respect, and Trust