



**E** element451

# Building an AI-Ready Campus: The Presidential Assistant's Playbook

#NAPAHE2026

#Element451

# Welcome & Introductions



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*Element451*



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Vice President of Marketing  
*Element451*





# Who is Element451?



## 350+ Partners

We are trusted by 350+ Institutions since 2018 + 479% growth since 2021. 80% partnerships are CCs and regional publics



## Pioneers in AI + thought leaders in the industry

First to bring agentic AI and a digital workforce to higher education, moving beyond simple automation.



# PRESENTATION AGENDA

1

The Executive Assistant's Role



2

What AI Actually Means for Executive Leadership



3

The Future of the President's Office



4

Principles of AI



5

AI Readiness Framework & Toolkit



# The Executive Assistant

Media  
pressure



Board  
questions



Legislative  
scrutiny

Student  
expectation



Faculty  
concern



# Why You, Specifically



Strategy



Operations



Communications



Decision Flow





# 61%

of high school students use AI at least once a month.

*(ZeeMee / Tudor Collegiate Strategies, 2025)*





# 93%

of students in the U.S. have used AI  
for academic work

*(2025 AI in Education Report)*





# 80%

of faculty/staff report institutional confusion around how AI can be used.

*(Digital Education Council, 2025)*





# What AI Is NOT for Executive Leadership



## NOT MAGIC

It's based on data, algorithms, and computational power, not mystical forces.



## NOT REPLACING LEADERSHIP

AI augments human decision-making; it does not substitute executive judgment and vision.



## NOT JUST GENERATIVE TEXT

Goes beyond creating content to include predictive analytics, automation, and strategic insights.



## NOT "A CAMPUS TOOL ROLLOUT"

It requires a holistic, institutional strategy, not just the implementation of a single software utility.

## What AI Is at the Executive Level

For Presidents and Cabinets, AI =



Risk



Governance



Compliance



Reputation



Operational efficiency



Strategic acceleration

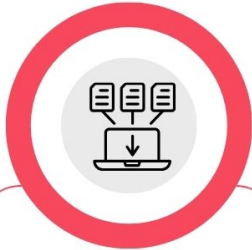
**What if AI wasn't a chatbot...**  
**...but an executive intelligence layer?**



# NotebookLM

An Google-powered AI assistant that analyzes, summarizes, and answers questions based on user-uploaded documents (PDFs, Docs, websites, YouTube videos).

NotebookLM is particularly useful for EA professionals looking to quickly understand large, complex documents and distribute content summarization



## Source Fundamentals

- Multi-format Source Support
- 100+ Languages
- Source Capacity
- Privacy & Security



## Chat Capabilities

- Conversational Chat
- Cross-Referencing
- Citation and Grounding
- Pattern Recognition and Insights
- Customisable Conversational Style (Pro only)



## Studio Features

- Audio Overview/Podcast
- Mind Maps
- Manual Note-Taking
- Other Resource Generation
- Saved Notes Panel
- Video Overview



## Collaboration Features

- Notebook Sharing
- Chat-Only Access
- User Analytics

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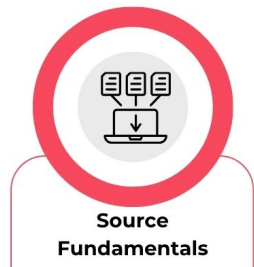
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- **Source-Grounded:** Uses only the documents you upload, minimizing false information.
- **Multi-Source Synthesis:** Can analyze up to 50 sources, each with up to 500,000 words
- **Audio Overviews:** Creates engaging, conversational, and realistic podcast-style audio discussions about your content.
- **Versatile Input:** Supports Google Docs, Slides, PDFs, website URLs, and YouTube videos.
- **Privacy:** Data uploaded is not used to train public AI models.

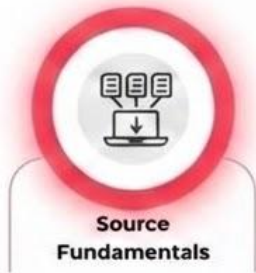
## Create Audio and Video Overviews from your documents

Search the web for new sources

Web Fast Research

or drop your files  
pdf, images, docs, audio, [and more](#)

Upload files Websites Drive Copied text



**Source-Grounded:** Uses only the documents you upload, minimizing false information.



**Multi-Source Synthesis:** Can analyze up to 50 sources, each with up to 500,000 words



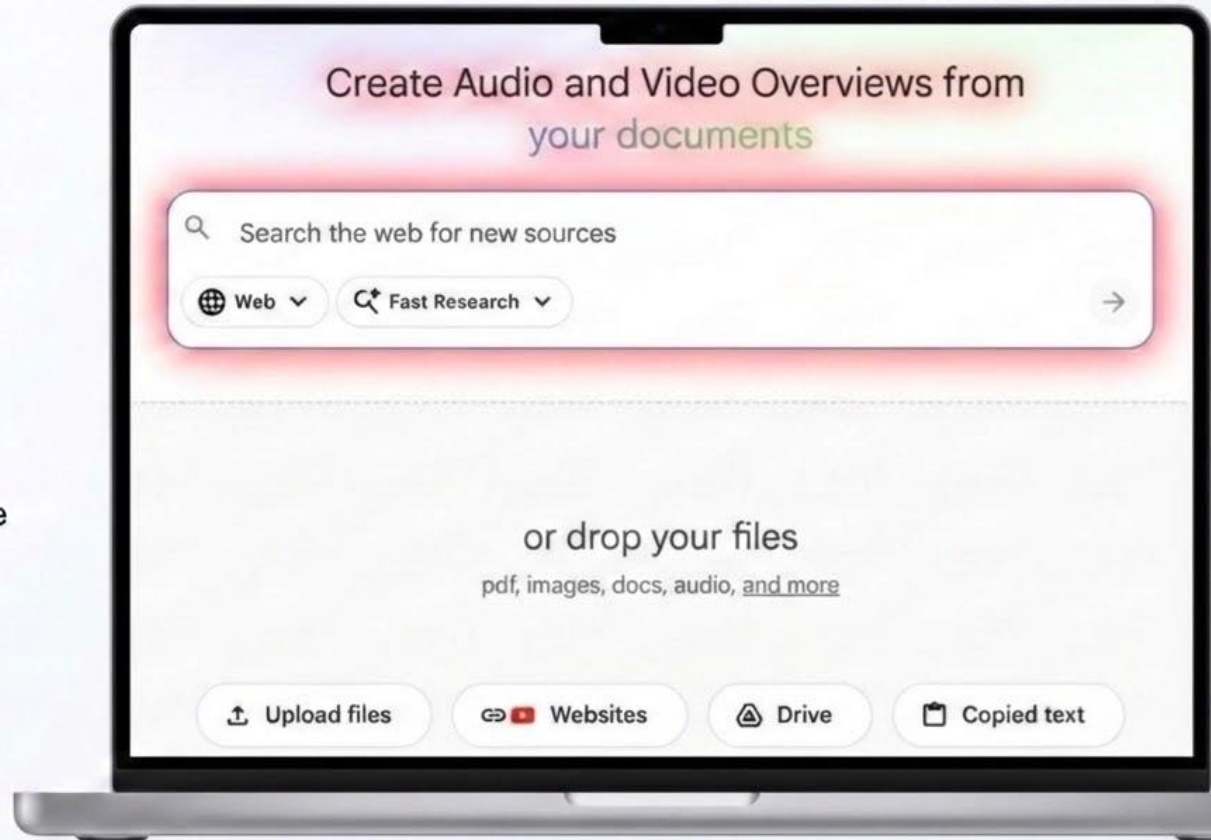
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# 4 Things AI Can Do



**Generative**  
(content creation)



**Analytical**  
(pattern detection)



**Predictive**  
(forecasting)



**Agentic**  
(autonomous task execution)



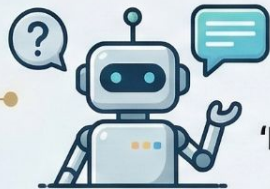
# So, What Is Agentic AI?

Definition in plain English:

**AI that can take action toward goals, not just respond to prompts.**



## Standard AI (Reactive)



Just Responds

'PROMPT' → 'RESPONSE'

PROMPT

- Limited Interaction
- Wait for instructions
- Single task execution



## Agentic AI (Proactive)



UNDERSTANDS  
GOAL

FORMULATES  
PLAN

GOAL

PERFORMS  
COMPLEX  
TASKS

ADAPTS &  
PERSEVERES

REACHES  
GOAL

- Takes independent action
- Maintains context & state
- Pursues complex objectives



574

523

17

2

## People

<input type="checkbox"/> Person	Status	Last Action
<input type="checkbox"/>  Courtney Henry	 Approval Needed	Determine
 en Murphy	 Thinking...	None
one	 Monitoring	Interest-Bo
<input type="checkbox"/>  Jessica Huddleston	 Goal Complete	 Form Subm

# AI Readiness Self-Assessment



Simple 4-Dimension Framework:

## Executive Awareness



## Governance & Policy



## Operational Integration



## Communication Strategy





# AI Readiness Self-Assessment

A framework for higher education executives to evaluate their institution's AI readiness across four critical dimensions.

 Executive Awareness

 Governance & Policy

 Operational Integration

 Communication Strategy



*Scan Me*

## RATING SCALE

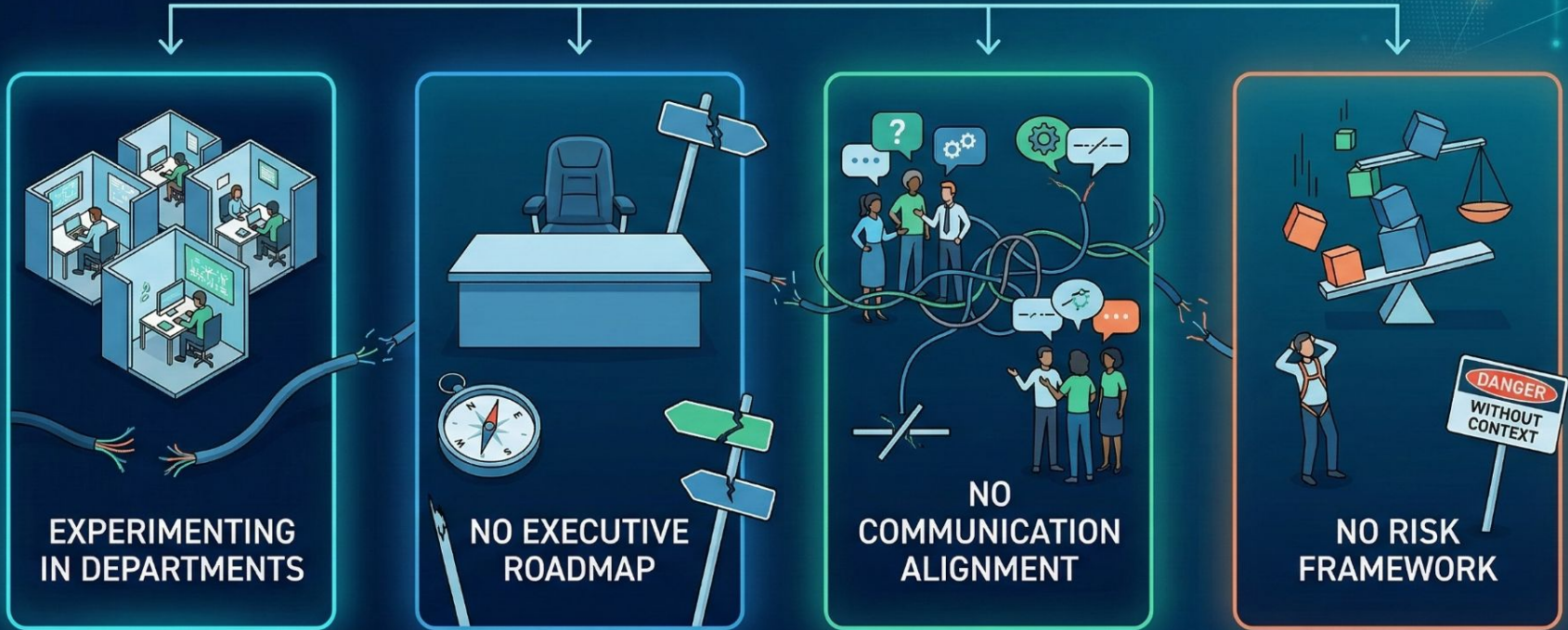
- 1 Nonexistent
- 2 Reactive
- 3 Emerging
- 4 Mature
- 5 Strategic



*Scan Me*

# WHERE GAPS TYPICALLY EXIST

MOST INSTITUTIONS:





# WHERE TO START

1

## EXECUTIVE BRIEFING PILOT



2

## BOARD INTELLIGENCE MONITORING



3

## PRESIDENTIAL WORKFLOW OPTIMIZATION



# Your AI Readiness Toolkit

## The Definitive Guide to AI in Higher Education

How to think about and adopt artificial intelligence at colleges and universities.

