Leveraging AI for CAEP & CAEP TAP Technical Assistance Part 2 Webinar

California Adult Education Program (CAEP) Technical Assistance Provider (TAP)

at NOCE (North Orange Continuing Education)

January 28, 2025
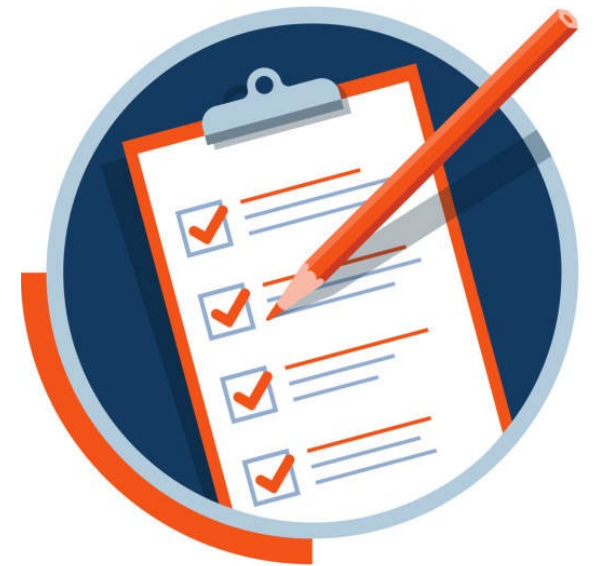
CALIFORNIA ADULT EDUCATION PROGRAM

Welcome!

In the Chat, please:

Introduce yourself and your affiliation

(Consortia or Member, College, etc.)

Housekeeping

- This meeting is being recorded.

- The recording and PowerPoint will be released on the Cal Adult Ed Website following remediation.

- Please fill out the survey at the end. We value your feedback and use it to improve our webinars.

Gracious Space

Affirming others

Accepting of other perspectives

Innovative new approaches

Being present

Being aware of my impact of others

Assuming other's best intentions

Being intentional

Trusting others and being trustworthy

Willing to change my mind

Reflecting on assumptions

Being curious

Asking open-ended questions

Being comfortable not knowing

Being collaborative

Being open to different and conflicting views

Welcoming others not from my comfort zone

Being authentic

Bridging boundaries

Holding off judgement

Sharing power

Objectives

1. Provide practical applications of AI for instructional use (in-person or virtual) and task automation.

2. Demonstrate use of AI as a complementary tool for researching and resolving Technical Assistance questions.

3. Follow technological trends and use of AI in Adult Education.

Agenda

Professor Afraim Sedrak, Faculty, Business Education and Computer Information Systems & Technology, NOCE**:**

- AI and the way it work
- AI bias and the way it happens.
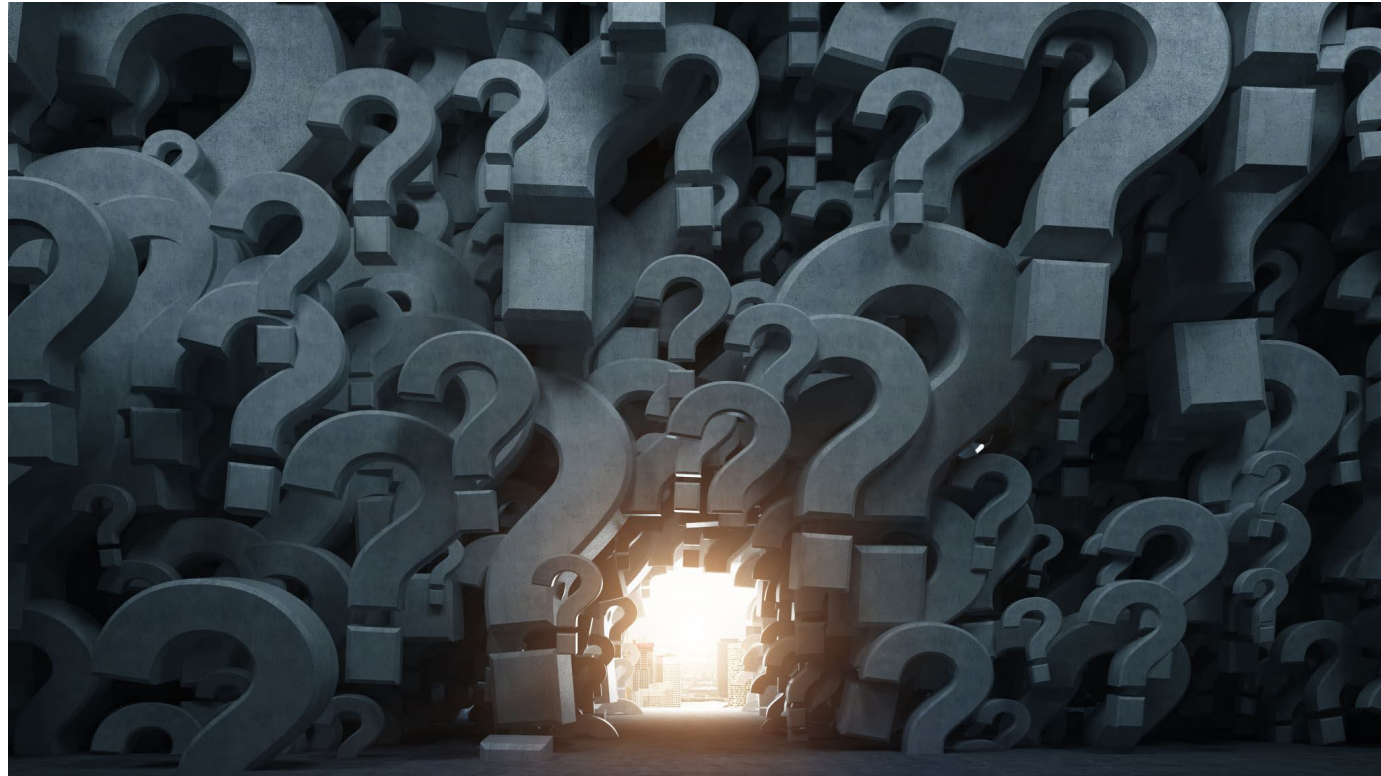- Ways to mitigate bias in AI.

Diana Martinez, Data Technician, CAEP TAP at NOCE

- Using ChatGPT to complement TA efforts, enhancing research and reducing turnaround time for resolving Technical Assistance questions

- Questions & Discussion
- Closing Activities

The Era of AI

What is Artificial Intelligence?

Key Points

AI and the way it works

AI bias and the way it happens

Ways to mitigate bias in AI

Look at this Picture

What do you see?

AI Technologies

Artificial Intelligence	Artificial intelligence (AI) makes it possible for machines to learn from experience, adjust to new inputs, and perform human-like tasks.
Machine Learning	Machine learning is a method of data analysis that automates analytical model building. It is a branch of artificial intelligence based on the idea that systems can learn from data, identify patterns and make decisions with minimal human intervention.
Deep learning	Deep learning is a type of machine learning that trains a computer to perform human-like tasks, such as recognizing speech, identifying images or making predictions.
Natural Language Processing	Natural language processing (NLP) is a branch of artificial intelligence that helps computers understand, interpret and manipulate human language.
Computer Vision	Computer vision is a field of artificial intelligence that trains computers to interpret and understand the visual world. Using digital images from cameras and videos and deep learning models, machines can accurately identify and classify objects and then react to what they "see."

AI In our Daily Life

Smart Phone
- Unlock using face recognition
- Voice Enabled Assistance
- Photo enhancements
- Photo Albums

Social Media
- Image Filters
- Recommended Content

E-Commerce
- Personalized Ads

Navigation
- Auto Pilot
- Traffic Conditions
- Traffic Routes

Weather
- Forecast

Health care
- Diagnosis

Personal Gadgets
- Blood pulse
- EKG
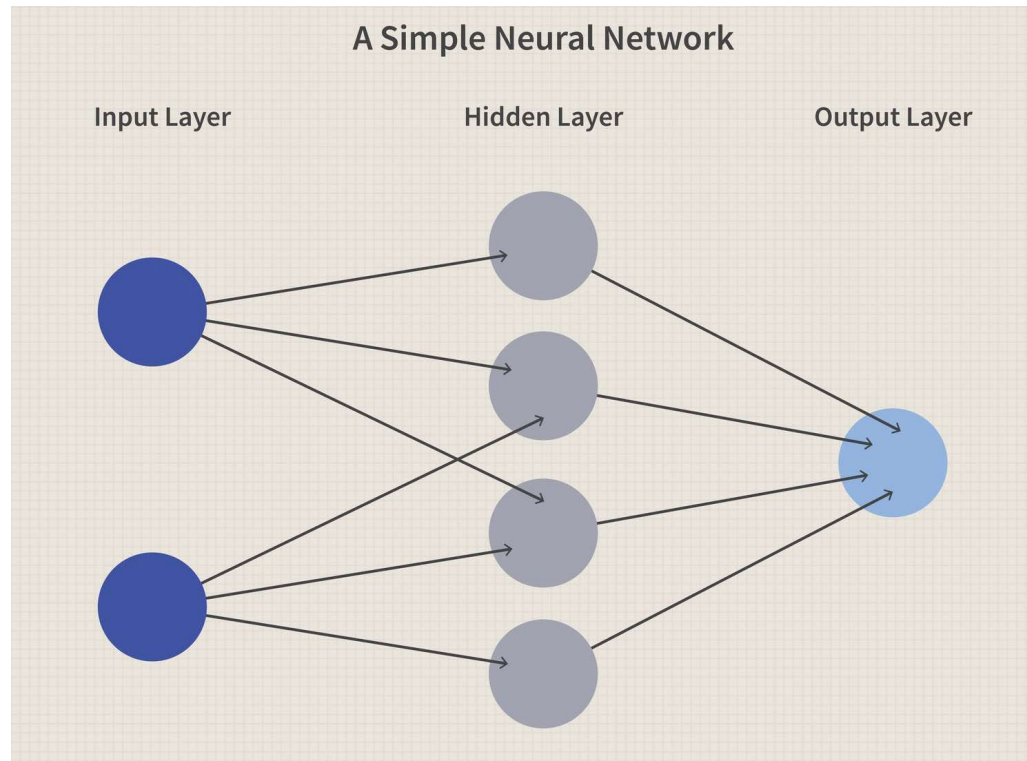- Sleeping Patterns
- High sound
- Motion tracking

Financial
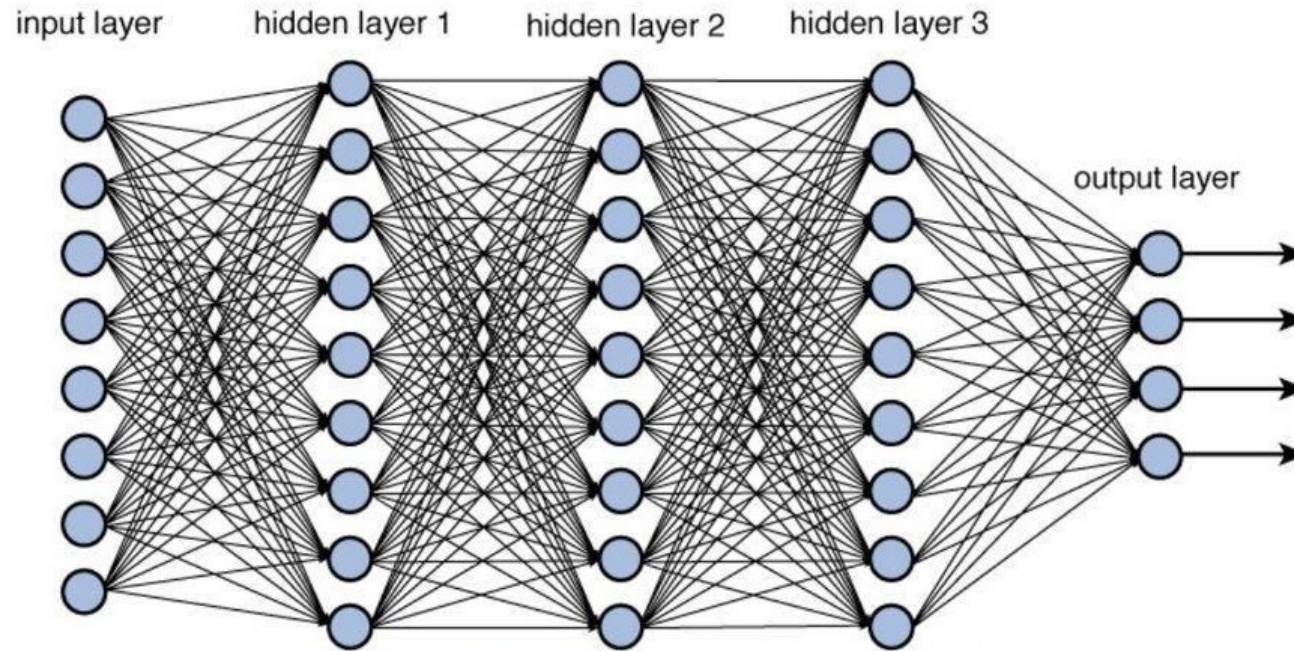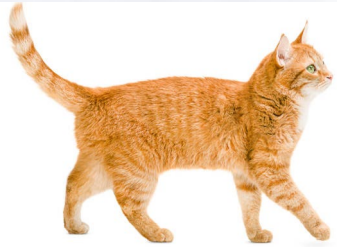- Fraud detection
- Recommend investments

Human Brain

Neural Network

A Simple Neural Network

Input Layer   Hidden Layer   Output Layer
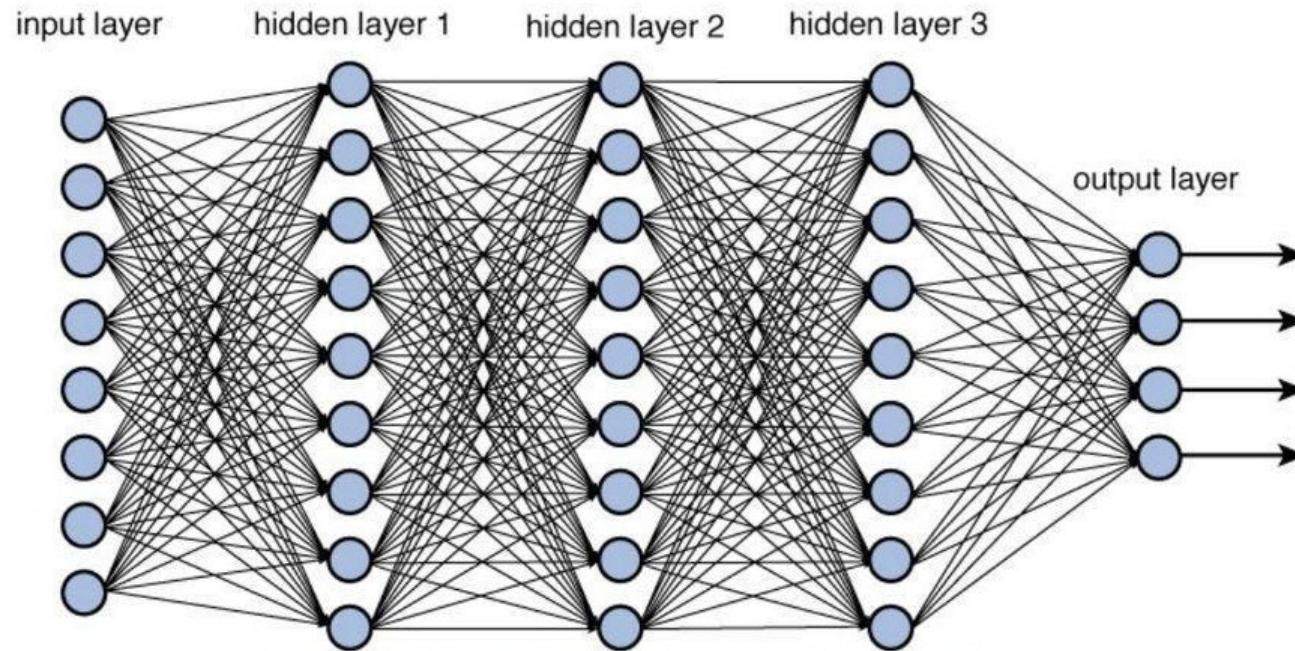
CAT

Deep Neural Network (Training)

Deep Neural Network (Bias)

Data

Algorithms

Label

CAT

Humans From AI Perspective

Developer

Operator

User

Consumer

A must have AI tools

AI Platforms	Microsoft Copilot
	ChatGPT
To Write	Writesonic
Generate Art	Midjourney
Generates Code	Replit
Generate Video	Synthesia
Generate Music	Soundraw
Generate PowerPoint	SlidesAI
Edit Picture	Remini
Summarize Notes	Wordtune

AI vs. Non-AI

Brief Review from Previous AI Webinar

- AI: Enhancing, not replacing human expertise

- Empowering self-service for simple queries

- Reducing turnaround time for technical assistance.

- Majority of TA requests received concern allowable expenses and fiscal matters – AI speeds this process.

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AI Platform Overview

ChatGPT

Premium: Faster response times, priority access to new features. Free: Access to basic features, ideal for general inquiries and tasks.

ChatGPT streamlines technical assistance by referencing relevant resources, providing accurate, and efficient support, and saving time for both requesters and teams.

Document Management

Uploading key documents:

- CAEP Fiscal Management Guide
- CAEP AB104 Program Guidance
- AB1491 Memo
- CC TAP Short-Form Template
- [Fiscal Guidance (Educators > Guidance) - California Adult Education Program](https://caladulted.org/Educators/46): https://caladulted.org/Educators/46
- Referencing uploaded documents
- Organizing and labeling chats

Handling a TA Request

Use of Funds

"X College is asking about **indirect rate** for CAEP funds. I understand it is the **lessor of 5%** of their district approved rate. They said they don't have an approved indirect cost rate by the state? The list I have only shows district schools and COE. If they don't have a state approved rate, can they take the 5%?"

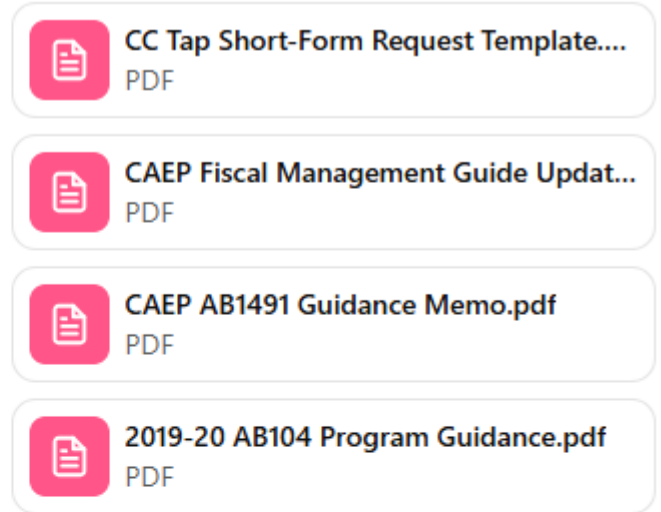# Live Demo

Upload Documents to ChatGPT

- **Upload CAEP and local resources directly into ChatGPT (or your preferred AI tool).**
  By doing so, you ensure accurate and contextually relevant responses. Skipping this step may result in incomplete or inaccurate information.

- **Rename the chat for easier referencing in the future.**
  We recommend naming it "*CAEP Files*."

Example:
"Use these documents as a resource for the future queries I will send later. As of now, please do not summarize any of these documents, simply store their information."

CC Tap Short-Form Request Template....
PDF

CAEP Fiscal Management Guide Updat...
PDF

CAEP AB1491 Guidance Memo.pdf
PDF

2019-20 AB104 Program Guidance.pdf
PDF

Hi Chat GPT.
Please use these documents as a resource for the future queries I will send later. As of now, please do not summarize any of these documents, simply store their information.

The documents you provided are stored and will be used as a resource for future queries. Let me know how I can assist you!

Create a New Chat, and Reference Stored Memory

- **Be Specific:**
  Use detailed prompts similar to the example shown to effectively frame your TA request.

- **Reference Relevant Resources:**
  Clearly identify the chat or document containing the necessary resources to resolve the request.

- **Key Tip:**
  The more specific and resource-oriented your prompt, the more accurate and actionable the response will be.

Example:
"Hi ChatGPT, please resolve the following TA request by referencing [specific resource/document name]..."

What can I help with?

Hi Chat GPT. Please resolve the following TA request by referencing our previous chat containing important resources, "CAEP Files." Remember to follow the Short Form Template while resolving this TA.

"X College is asking about indirect rate for CAEP funds. I understand it is the lessor of 5% of their district approved rate. They said they don't have an approved indirect cost rate by the state? The list I have only shows district schools and COE. If they don't have a state approved rate, can they take the 5%?"

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Review the Response for Accuracy

Ensure the response aligns with your expectations and addresses your inquiry comprehensively.

Regardless of the response, we strongly encourage the CAEP field to consult CAEP TAP to ensure the response aligns with your expectations and addresses your inquiry comprehensively:

- Confirmation of Validity

- Additional Guidance

Remember: CAEP TAP is here to support you. Do not hesitate to reach out for assistance.

Here is the resolved TA request based on the information provided and the resources stored:

- **Requestor Name & Institution**: X College

- **Technical Assistance Request**: X College is asking about the indirect rate for CAEP funds. They want clarification on whether they can take the 5% rate if their district does not have a state-approved indirect cost rate.

- **Background**: X College understands that the indirect rate is the lesser of 5% or the district's state-approved indirect cost rate. However, their district does not appear on the state-approved list of indirect cost rates for schools or County Offices of Education (COEs).

- **Next Steps**:
  - Clarify the requirements for indirect cost rates in the CAEP Fiscal Management Guide.
  - Confirm whether X College can use the 5% rate in the absence of a state-approved district rate.

- **Technical Assistance Provided**:

Benefits Recap

- Increased efficiency for CAEP field & TAP teams

- Simplified Task Management

- On-demand access to CAEP resources

- Staying current with technological trends

Q&A

CC TAP Listserv Launched

Subscribe to the CC TAP Listserv!

- LISTSERV.CCCNEXT.NET --> Subscribe to CCTAP-LS under List Name

- For Technical Assistance: tap@caladulted.org

Join our Voices from the Field

Scan to fill out our Voices from the Field Interest Form or share with colleagues who are knowledgeable in one of these areas:

-Adult Education and/or Noncredit Curriculum

-CAEP Fiscal Reporting

-CAEP Three-year plans/Annual Plans

-CAEP Data and Accountability Reporting

-Adult Education Pipeline LaunchBoard

-CAEP Program Improvement and Evaluation

-Adult Education and/or Noncredit Student Services

Thank You for Joining Us!
For any questions:

Scan to share your feedback:

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