



PREPARING FOR A TEACHING & LEARNING EXCHANGE

Thank you for agreeing to participate in a CTSE Teaching & Learning Exchange as an invited speaker!

The goals for these sessions are simple:

- Inspire new ideas and practices through peer-to-peer exchange.
- Create a space for open discussion on teaching challenges and opportunities.

Your upcoming session on **March 21st at 11 AM on Zoom** will focus on ***designing course materials with AI***.

As a speaker, you will have up to 10 minutes to yourself, but you do not need to use all of it. After you speak, the audience will have a quick opportunity to ask direct questions, and then a larger discussion/Q&A on all presentations will close the session.

Given your session's theme, you may choose to structure your segment using the following outline:

»» Introduction

- Your learning context:
 - What course do you teach?
 - What level are your students? (Graduate, undergraduate, 1st year, etc.)
 - Why do students take your course? (Is it required for their major? Which major? Is it an elective?)
- Describe the Course Material Before AI:
 - What were/are the related learning goals of the course materials you designed?
 - How were materials typically developed before incorporating AI?
- Why did you choose to integrate AI into the course design process?

»» Describing AI-Enhanced Course Materials

- How did you use AI to develop or refine your materials?
- Which aspects of course design benefited the most from AI (e.g., scaffolding, examples, case studies, problem sets, instructional videos, discussion prompts)?
- How did you ensure AI-generated content aligned with your pedagogical goals?

- Did you modify or refine AI-generated outputs? How?
- What tools or AI models did you find most useful?

This will likely take up a majority of your segment. Consider including a visual aid or even screen sharing to demonstrate an example of AI's role in your course design.

» **Reflection**

- How did AI enhance the development of your materials? Did it save time, improve accessibility, or support deeper learning?
- How did students respond to AI-influenced course content?
- Were there any challenges or limitations in using AI for course design?
- What would you do differently next time?
- What advice do you have for colleagues looking to design materials with AI?

General Recommendations

In the past, successful presentations have:

- Focused on how AI supported course design, with a strong connection to learning goals. For example:
 - “I wanted to create more engaging case studies, and AI helped generate multiple real-world scenarios tailored to my students’ industries.”
 - “I needed to scaffold complex topics, and AI helped me generate progressively challenging questions to guide students through the material.”
 - “I wanted to make content more accessible, and AI helped rewrite technical explanations in simpler language.”
- Leveraged a simple visual aid (such as a slide deck) to keep audience members engaged.