



Get ready — two minutes

1

Open the AI Kitchen

thekitchen.ai.studio

This contains tool links, prompt starters, the workshop Notebook, and a copy of this deck.

2

Sign in to one MSU AI tool

Use your MSU NetID

Gemini (free)

googleapps.msu.ed

Copilot (paid/free)

spartan365.microsoft.com

ChatGPT (paid only)

chatgpt.com

3

Thumbs up when you're in

Already comfortable?

Please help your neighbor if they are having trouble.

Can't get in? Wave me down. Nobody starts this session locked out 😊



AI IN ACTION · MSUCOM FACULTY & STAFF RETREAT

A Choose-Your-Own-Adventure Workshop

...for faculty and staff who are ready to put AI to work!

thekitchen.ai.studio



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Two halves, 105 minutes

Twenty-five minutes of what you need to know, then seventy minutes of doing the thing.

PART 1

25 min

The Essentials

- What AI you actually have at MSU
- What you may and may not put into it
- The one prompting habit worth stealing
- A live demo: weak prompt, then good one

PART 2

70 min

Your Adventure

- Pick a real task from your own work
- Try it, then deliberately improve it
- Compare notes with the people next to you
- Decide where AI belongs in that workflow
- Leave with one task and one saved prompt

You leave with: one real task you'll finish this week · one saved prompt that worked · a hub you can keep using



PART 1 · 25 MINUTES

The Essentials

What you have, what you're allowed to put in it,
and the one habit that makes it work.

IN THIS PART

What you have

What's allowed

The one habit

Live demo



What you actually have at MSU

All of these are covered by an MSU data privacy agreement when you sign in with your NetID.

Tool	Cost	Where to sign in	Best for
Google Gemini	Free	googleapps.msu.edu	General work, long documents, images
Gemini Notebook	Free	googleapps.msu.edu	Asking questions of your own documents
Microsoft Copilot	Free	spartan365.microsoft.com	General work, Microsoft content
Zoom AI Companion	Free	msu.zoom.us	Meeting summaries and action items
Microsoft 365 Copilot	Paid	MSU Tech Store	AI inside Word, Excel, PowerPoint
ChatGPT EDU	Paid	MSU Tech Store	Custom GPTs, Study Mode, projects

Sign in with your NetID. The same tool on a personal account is for public-data-only.



Free Copilot is a web chat — not a button in Word

This trips up more people than anything else. Nothing is broken; you have the free tier.

What it IS

- A chat window at spartan365.microsoft.com
- Covered by MSU's agreement, via your NetID
- Able to read documents you paste or upload
- Enough for everything in this workshop

What it IS NOT

- A Copilot button inside Word or Excel
- Able to edit your files where they sit
- The same as “Microsoft 365 Copilot”
- Missing because you did something wrong

Want AI inside your Office files? That's Microsoft 365 Copilot — a paid licence through the MSU Tech Store.



Sign in with your NetID

The account you use decides what data you're allowed to type in. Same tool, different rules.



Your MSU NetID

Covered by MSU's enterprise agreement.

Public, internal, confidential research (with permission), and FERPA student data are all permitted.



A personal account

Not covered by any MSU agreement.

Public data only. Nothing internal, nothing about a named student, nothing confidential.

Rule of thumb: if the tool isn't on MSU's approved list and you aren't signed in with your NetID, assume public data only.



Never patient data. Not in any of them.

Absolute, and it applies to the paid tools too. No MSU AI tool is approved for PHI.

Prohibited in every MSU AI tool — free and paid alike

HIPAA / ePHI
patient information

PCI
payment card data

ITAR / EAR
export-controlled

CUI
controlled unclassified

For clinical faculty

- No names, MRNs, birth dates, or dates of service
- No pasted chart notes, imaging, or EHR messages
- Teaching cases must be invented, not disguised

The good news

Almost nothing you'll pick today needs patient data.
Teaching materials, rubrics, grant text, policies, agendas,
emails — all fine.

If your task truly needs PHI, pick a different one today.



You're allowed more than you think

In MSU-licensed tools, signed in with your NetID, all of this is permitted.



Public data

Anything already published — catalogs, public policies, your own papers.



Internal MSU data

Draft policies, meeting notes, internal reports, unit procedures.



Confidential research

Permitted with the appropriate permissions in place for that data.



FERPA student data

Student records are allowed — this surprises almost everyone.

The trap: people strip out so much context that the AI can't help, then decide AI isn't useful.



You verify. Always.

It states a wrong fact with exactly the same confidence as a right one. That's normal, not a malfunction.

Citations

It invents plausible references — real journals, real authors, articles that don't exist.

Numbers

Statistics, dosages, dates, budget figures. If a number matters, confirm it at the source.

Policy and rules

It will confidently describe MSU or accreditation requirements that aren't real.

Anything clinical

Guidelines change. It doesn't reliably know how current its knowledge is.

THE WORKING RULE

Use it for drafting, structuring, summarizing, and rethinking. Do not use it as your source of truth. Your name goes on the output, so the facts are your responsibility.



“Ask me questions before you start.”

Add this sentence to the end of any request. Instead of you guessing what context the AI needs, it tells you.

Without it

You write a vague request, get a generic answer, and conclude the tool is mediocre.

With it

It asks four sharp questions. Answering them is easier than writing a perfect prompt.

Why it works

The gap between a bad result and a good one is missing context — not a magic phrase.



Same task. Two prompts.

I'll run both on screen right now while you try it yourself.

The prompt most people write

```
"Write a policy about student laptop use."
```

- Generic — could be any university
- Wrong length, wrong tone
- Invented rules you'd have to strip out
- You'd rewrite it from scratch

The prompt worth writing

```
"I'm a faculty member at a college of osteopathic medicine. I need a one-page laptop-use policy for 180 first-year students. Tone: firm, not adversarial. Ask me questions before you start."
```

- Four questions you can actually answer
- A draft that sounds like your context
- Right length, right audience, usable tone

Four things changed: who I am · what I need · who it's for · what good looks like. That's the whole trick.





PART 2 · 70 MINUTES

Your Adventure

Pick something real from your own work. Do it badly ;).
Then make it better. That sequence is the whole method.

IN THIS PART

Choose

Group up

Try

Improve

Compare

Rethink

Commit



Choose something meaningful

Pick one task you would genuinely do this week. Starter ideas by role on the next three slides.

A

Clinician faculty

Teaching, cases, handouts,
assessment

B

Basic science

Grants, syllabi, papers,
exams, reviews

C

College staff

Comms, policies, agendas,
spreadsheets

+

Accelerated

Paid account? Build
something reusable

Two rules for picking

Real. On your actual list for this week — not hypothetical.

Clean. No patient data. If your best task needs PHI, pick your second-best.

Write it down

Write your task in the take away sheet.
We'll use it again at the end.



Clinician faculty

Teaching, cases, and assessment — all doable without a single piece of patient data.

1 Turn a lecture into questions

Paste your slide outline; ask for 10 board-style questions with rationales.

2 Build a teaching case

Ask it to invent a patient, then shape the case around your objective.

3 Write a patient-education handout

Plain language, sixth-grade reading level, one page.

4 Draft a rubric

For a presentation or OSCE station — then ask it to critique its own rubric.

5 Summarize a paper for teaching

Upload a PDF and ask for the three points students must take away.

None of these fit? Use them as a shape, not a menu — the point is picking something you'd really do.



Basic science faculty

Writing-heavy work where a strong first draft saves the most time.

- 1 Grant boilerplate** Facilities, resources, broader impacts — reworked for a new proposal.
- 2 Explain your methods two ways** One for a specialist reviewer, one for a study section outside your field.
- 3 Syllabus and exam blueprint** Map objectives to assessment items and find the gaps in coverage.
- 4 Respond to reviewers** Draft a point-by-point response, then make the tone less defensive.
- 5 Interrogate a long paper** Load it into the Notebook; ask what the limitations section quietly admits.

None of these fit? Use them as a shape, not a menu — the point is picking something you'd really do.



College staff

The highest-volume, lowest-risk tasks recommended.

- 1 Three versions of this email** Same message: brief, warm, and formal. Pick what fits the recipient.
- 2 Meeting agenda and minutes** Messy notes into a clean agenda; a transcript into decisions and actions.
- 3 Draft a policy or SOP** Give it the current messy practice; ask for a clear written procedure.
- 4 Spreadsheet formula help** Describe what you need in plain English; get the formula and an explanation.
- 5 Build an FAQ** Feed it the questions you answer over and over. Get a document that answers them.

None of these fit? Use them as a shape, not a menu — the point is picking something you'd really do.



Already comfortable? Build something reusable.

For anyone with paid MSU ChatGPT EDU or Microsoft 365 Copilot — or who already uses AI daily.

ChatGPT EDU

Build a Custom GPT

Package your task into a tool a colleague could open and use tomorrow.

Gemini

Build a Gemini Gem

Same idea, free tier. A saved persona with your context and standards baked in.

M365 Copilot

Work inside a real file

Use Copilot in an actual Word or Excel document, and see where it breaks.

Two things I'm asking of you in return

Show your group your tool for 60 seconds during the compare round.

Help anyone stuck near you.



First attempt — fill in the blanks

Copy this into Gemini, Copilot, or ChatGPT and replace the bracketed parts with your own task.

```
I'm a [your role] at a college of osteopathic
medicine.
I need to [the task].
Context: [who it's for, what matters].
A good result looks like [format, length, tone].
Ask me questions before you start.
```

Answer its questions

It'll ask three or four things. Answering them properly is the work.

Don't fix it yet

A mediocre first result is fine. Round 2 is where it gets good.

Nothing regulated

No patient data. No named students in a non-MSU tool.

Checkpoint at 6 minutes: everyone should have a first response on screen. Not a good one — just one.



Now make it better — on purpose

One good result may be luck. Improving a result on purpose is the skill. Pick at least two moves.

1 Add context

What it couldn't know: audience, constraints, what you tried.

2 Narrow the audience

“Rewrite this for a second-year student” changes the most.

3 Give it an example

Paste something you liked. “Match this tone and structure.”

4 Set a constraint

One page. No jargon. Six bullets. Under 200 words.

5 Ask it to critique itself

“What's weak about this draft?”
Then tell it to fix what it found.

6 Ask for three versions

Then take the best parts of each and tell it to merge them.

Hands up when you've done a second round. We don't move on until most hands are up — this is the part that matters.



The Stuck Ladder

Climb one rung at a time. Most people never need to get past rung three.

1

Ask the AI

Paste the error or the disappointing output straight into the chat: “This isn't what I wanted — what do you need from me?”

2

Ask the Notebook

The workshop [Google Notebook](#) has the guides, prompts, and MSU rules loaded in. Ask it in plain English.

3

Ask your group

Someone two feet away has probably hit this exact wall in the last ten minutes.

4

Try again

Change one thing — more context, a different tool, a smaller ask — and rerun it.

5

Ask me

I'm here and I'll come to you. But you'll learn more from rungs one through four.



Turn around - instant group :)

Two people turn to face the two behind them.

ROW IN FRONT — turn around



ROW BEHIND — stay put



one group



Compare notes with your group

Two minutes each. The most useful thing in the room right now is what your neighbour just learned.

What worked?

The move that made the biggest difference.

What failed?

Where it fell down, got generic, or made things up.

What changed?

The difference between attempt one and attempt two.

What surprised you?

What you didn't expect it could — or couldn't — do.

Different tools in your group?

Run the same prompt in Gemini and in Copilot side by side. You'll learn more in two minutes than from any article about which is better.

Paid account in your group?

Give them 60 seconds to show what they built — a Custom GPT, a Gem, or Copilot inside a real Word file. Most people have never seen it.



Now rethink the whole workflow

Stop prompting for a moment. Take the task you just did and sort it into three buckets.

Draft

AI leads

First versions, structure, alternatives, summaries, the blank-page problem.

You edit.

Judgment

You lead

What matters, what's appropriate, what your students need, what you'll sign.

Never delegate.

Facts

You verify

Citations, numbers, policies, clinical guidance — anything a reader relies on.

Check at the source.

Ask yourself: knowing what you know now, would you approach this task differently from the start? Where should AI enter the workflow — and where should it stay out?



Leave with something real

The workshop ends; the habit shouldn't. Three things before you walk out.

1

Name one task

Pick one thing on your list for this week that you'll do with AI. Real, specific, small enough to finish.

2

Save one prompt

Whatever worked today — save it somewhere you'll find it. A doc, a note, a pinned chat, a Custom GPT.

3

Share with the group

Share-and-tell. What were your greatest successes? Improvements? Where will you focus next week?

Show of hands: who's got a task for Monday? And if you try it and it doesn't work, that's not failure — that's rung four (try again :). If that doesn't work, climb the ladder and contact me via Teams chat or email!



Everything is on the AI Kitchen

thekitchen.ai.studio

This deck

Slides and facilitator notes — revisit anything, or send it to a colleague who missed it.

Prompt starters

Today's track menus, plus more for teaching, research, and administrative work.

The workshop experience share out

What the room built today, including everyone's committed next task.

The workshop Notebook

MSU AI guidance, tool guides, and the prompt library. Ask it questions in plain English.

MSU tool links & rules

<http://tech.msu.edu/technology/ai/> — always check the live pages, not a slide.

Where to go next

Learning resources for going deeper once the basics feel comfortable.



THANK YOU

Go forward with confidence!

If it doesn't work the first time, that's rung four, not failure 😊



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Learning Objective Alignment

Included below is the alignment to learning objectives for CE reporting.

1. Identify MSU AI tools + responsible use → slides 5–10.
2. Evaluate and adapt AI-supported workflows → slides 22, 23, 24.
3. Apply AI to a practical task + name one actionable use case → slides 14, 21, 25.