How can AI Enhance the Work of State Regulators? Examples from 3 States

Sean Seepersad | Connecticut Office of Higher Education
Magda Rivers | Georgia Nonpublic Postsecondary Education Commission
Kevin LaMountain | Arizona State Board for Private Postsecondary Education

2025 NASASPS Annual Conference

NATIONAL ASSOCIATION OF STATE ADMINISTRATORS AND SUPERVISORS OF PRIVATE SCHOOLS

April 27-30 | St. Louis, MO

Welcome to the 2025 NASASPS Annual Conference!

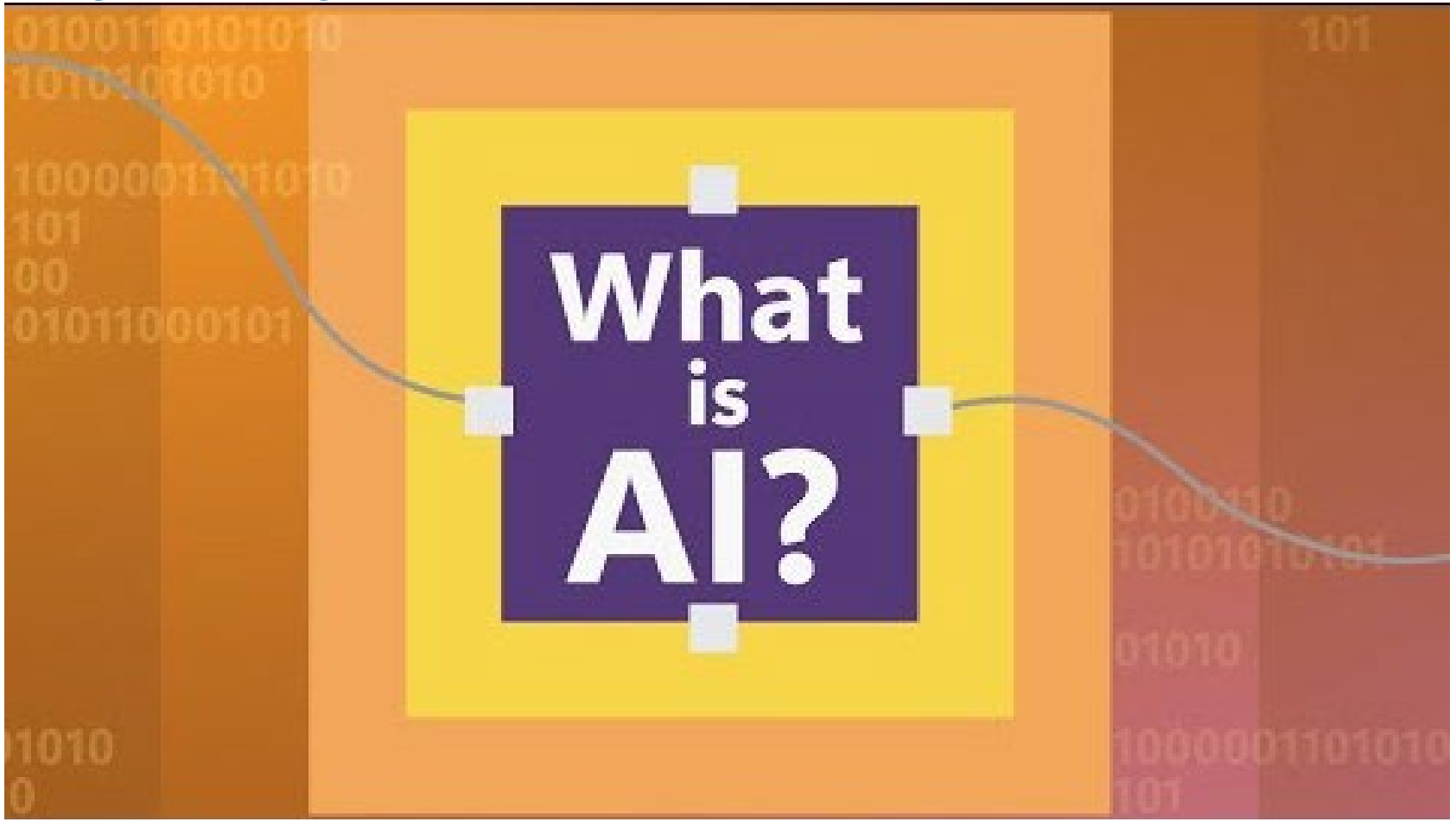
NATIONAL ASSOCIATION OF STATE ADMINISTRATORS AND SUPERVISORS OF PRIVATE SCHOOLS

2025 NASASPS Annual Conference

April 27-30 | St. Louis, MO

What is AI?

Artificial intelligence refers to computer systems that can perform complex tasks normally done by human-reasoning, decision making, creating, etc.



Outline

St. Louis, Missouri April 27-30, 2025

How can AI help us?

- Drafting Emails, Letters
- Summarizing
- Research
- Compliance Review
- Simplifying Tasks/Creating Useful Resources

Implementation Considerations

- Staff Adoption
- State Rules

How Can AI Help Us?

Providing examples from Microsoft 365 CoPilot, ChatGPT, NotebookLM, QuillBot, Gemini (Google)

How Can AI Help Us? – Drafting Emails, Letters

Gemini in Gmail can assistant in summarizing emails, suggesting replies, drafting new emails, and finding information from your inbox and Drive. Here are some specific things you can do:

- **Summarize an email thread:** Ask Gemini to summarize the current thread or a previous one. This can be helpful if you're looking for a quick overview of a conversation.
- **Suggest replies:** When you're composing an email, Gemini can suggest possible replies based on the context of the conversation. This can save you time and help you write more effective emails.
- **Draft an email:** Gemini can help you draft new emails by suggesting topics, writing sentences, and even generating entire paragraphs. This can be helpful if you're stuck on what to say or if you want to write a more polished email.
- **Find information from previous emails:** Gemini can search your inbox for specific keywords or phrases. This can be helpful if you're looking for an email that you can't remember the exact subject of.
- **Find information from your Google Drive files:** Gemini can also search your Google Drive files for relevant information. This can be helpful if you're working on a project and need to find a specific document or spreadsheet.

How Can AI Help Us? – Drafting Emails, Letters

St. Louis, Missouri April 27-30, 2025

create an email message stating the need for this institution to be compliant with A.A.C R4-39.401 related to the quarterly remittance of student transcripts. make this formal

Cancel Create

Dear [Recipient Name],

It has come to our attention that there may be issues with your institution's compliance with Arizona Administrative Code R4-39-401 regarding student transcripts. This code mandates that institutions provide transcripts on a quarterly basis.

Ensure that your institution adheres to this regulation without delay. Failure to comply may result in further action.

Sincerely,
Kevin La Mountain

create an email message stating the need for this institution to be compliant with A.A.C. R4-39-401 related to the quarterly remittance of student transcripts. Us the voice of a pirate

Cancel Create

Ahoy there, mateys!

I be writin' to ye about a matter o' utmost importance, aye. It's 'bout that there Arizona Administrative Code R4-39-401, and them cursed student transcripts.

The Code be clear as the Caribbean sea on a calm day: we must be deliverin' these transcripts on a quarterly basis, lest we face the wrath o' the regulators! So, I be orderin' ye to make sure we're followin' this rule, or it's the plank for all of us!

Now get to it, ye scurvy dogs!

Fair winds and followin' seas!

Yours truly,
Kevin La Mountain

How Can AI Help Us? – Deep Research (Gemini)

I would like to research statutes and rules that govern State Boards for Private Postsecondary Education regulations. Additionally, I would like contacts for each state board.

in this report, determine "physical presence" regulations for each state.

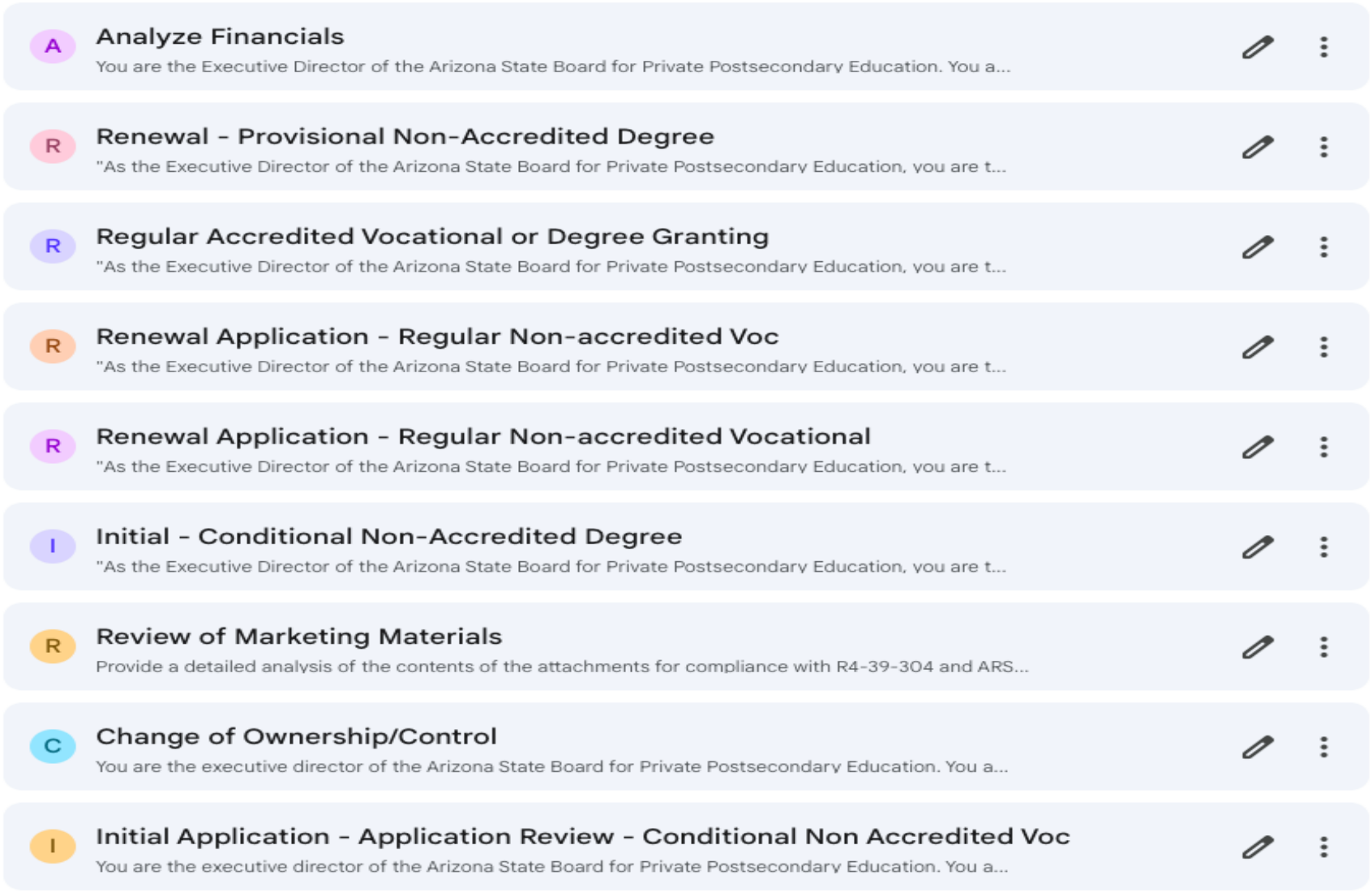
Full Report

III. Directory of State Boards for Private Postsecondary Education

The following table provides a directory of state boards or agencies responsible for the regulation of private postsecondary education, along with their contact information as available from the provided research material.

State	Higher Education Approval Agency	Agency Contacts	Oversight of Online Courses?	Notes
Alabama	Commission on Higher Ed (ACHE) Alabama Community College System (ACCS)	Jim Conely jim.conely@ache.edu Tivoli Nash, Tivoli.nash@accs.edu	Yes Yes	
Alaska	Commission on Postsecondary	Higher Education Authorization: eed.acpe-ia	Yes	Submit short application for an exemption. Can be

How Can AI Help Us? – Automate Reports



How Can AI Help Us? – Summarizing: Proposed Legislation

20252026-234577.pdf Please review the changes proposed in this bill, HB 684, and explain to me what the changes are and how they might affect the Nonpublic Postsecondary Education Commission.

Copilot

House Bill 684 (HB 684) proposes several changes to Chapter 10 of Title 43 of the Official Code of Georgia Annotated, which relates to barbers and cosmetologists. Here are the key changes and their potential impacts:

Key Changes Proposed in HB 684

1. **Trichology Training Courses:**
   - Schools of barbering, cosmetology, and hair design are required to teach trichology training courses.
   - Certain teachers and instructors must complete 50 hours of trichology training [1].
2. **School Regulations:**
   - Schools must register bona fide students with the board at the time of opening.
   - Schools can petition to add additional courses with a minimum of five students per course if they have an active license in good standing [1].
   - Schools must have at least one instructor for every 20 students [1].
   - Schools must display signs indicating they are schools and that services are provided by students only [1].
   - Schools must provide transcripts to students upon graduation or withdrawal, maintaining records for a minimum of five years [1].
3. **Instructor Qualifications:**
   - Instructors must devote their entire time to instruction and meet specific qualifications, including passing written and practical exams [1].
   - Instructors at various levels (master cosmetologist, esthetician, nail technician, barber, hair designer) must complete specific hours of instructor training, including trichology training [1].
4. **Continuing Education:**
   - Teachers and instructors must submit proof of completion of 15 hours of continuing education for renewal of certificates [1].
5. **Trichology Training Requirements:**
   - Trichology training must be completed at postsecondary educational institutions approved by the Nonpublic Postsecondary Education Commission (NPEC) or the board [1].
   - Existing teachers or instructors must complete trichology training before renewing their certification [1].

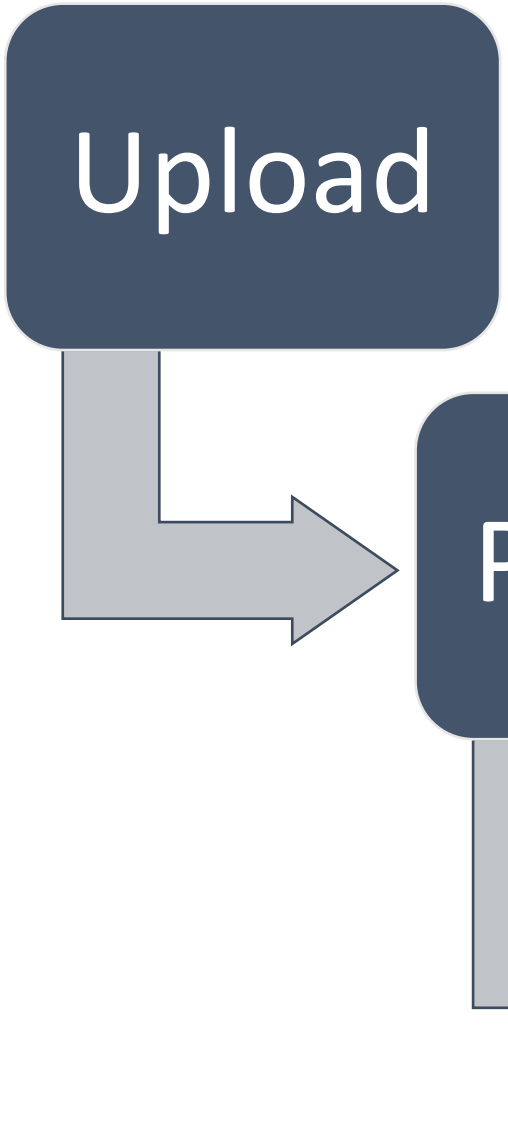
Potential Impact on the Nonpublic Postsecondary Education Commission (NPEC)

The bill directly involves the NPEC in approving postsecondary educational institutions that provide trichology training courses. This means the NPEC will have a role in ensuring that these institutions meet the standards required for trichology training. The NPEC's responsibilities will expand to include oversight of these specific training programs, which could involve additional administrative tasks and regulatory duties.

Information Gathering and Research

Demonstration- Use AI to answer a listserv-type question live

How Can AI Help Us? – Compliance Review: Calculate FFRCS



- Upload the school's financial statement
- Put in the prompt for the AI to analyze the financial statement
- AI will produce the results for compliance use

How Can AI Help Us? – Compliance Review: Evaluate Documents

St. Louis, Missouri April 27-30, 2025

Upload one of your institutional resources and ask your AI to evaluate institutional documents in comparison for meeting the requirements:

GNPEC Catalog Guidelines

The following is a list of minimum requirements, per O.C.G.A 20-3-250.6 and the *Minimum Standard Criteria*, to be included in an institution's catalog or similar document provided to students digitally or via hard copy. For reference, you may choose to indicate on which page each of the following requirements can be found.

A sample catalog contents page is provided on page 3 of this document. It shows how you might wish to include these requirements. This is only a sample of how you might structure a catalog. However, the information listed in each section must be provided.

Message from the President (Optional)

Generally a welcome and comments on goals of the institution for its students

About the College

- Mission Statement- **p.**
- Rules of operation such as days/times when open, academic calendar, holiday schedule- **p.**
- Description of the facilities where instruction will occur- **p.**
- Statements that describe the various licenses and/or accreditations recognized by the Secretary of the United States Department of Education required or available for the approved program(s) - **p.**
- Listing of directors, education supervisors, and instructors with their respective qualifications- **p.**

Program of Study and Course Descriptions

- Program descriptions sufficient to enable the student to understand the scope of, sequence of and length of time to complete a course or program of study- **p.**
- Current course listings and descriptions of individual courses under each approved program- **p.**
- Description of the specific occupations for which each specialized program will prepare the student- **p.**

Admissions Information

- A description of an orientation program that acquaints new students with policies, functions and personnel of the institution- **p.**
- Program entrance requirements- **p.**

Academic Information

- Grading policy- **p.**
- Policies on attendance requirements, make-up work, academic probation or dismissal, delay or delinquency in meeting course requirements and standards of satisfactory academic progress- **p.**
- Guidelines for transfer of credit to and from the institution, credit by examination and residency requirements, and disclosure regarding the transfer of credits to outside institutions- **p.**

Financial Information

- Tuition and fees - **p.**
- Description of all charges and/or fees that may be incurred by the student for each approved program- **p.**
- Description of financial aid services and/or GNPEC approved scholarship availability if offered- **p.**

Student Information

- A policy regarding readmission of students dismissed or suspended for academic reasons- **p.**
- Complaint/Grievance procedure (institutional and GNPEC contact information [address, phone number, website] should a satisfactory resolution not be reached on the institutional level) - **p.**
- A conduct policy which includes a statement on conditions for the dismissal and reentrance of students who violate such policy- **p.**
- Description of the cancellation and refund policy in accordance with the GNPEC approved refund policy- **p.**
- Explanation regarding requirements for graduation and procedures for obtaining grades and transcripts- **p.**
- Description of employment assistance provided to graduates- **p.**
- Description of Learning Resource System- **p.**

How Can AI Help Us? – Compliance Review: Evaluate Documents

St. Louis, Missouri April 27-30, 2025

If I upload a catalog, can you evaluate it to see if it meets the guidelines above?

Copilot

Yes, I can help with that! If you upload your catalog, I can review it to see if it meets the GNPEC Catalog Guidelines. Just go ahead and upload the file, and I'll get started on the evaluation.

Edit in Pages | Copy | AI-generated content may be incorrect

New Hope catalog complete (2).docx

Copilot

I've reviewed the **New Hope Training Programs** catalog. Here's an evaluation based on the GNPEC Catalog Guidelines:

1. About the College

- **Mission Statement:** Included on page 3.
- **Operational Rules:** Academic calendar and holiday schedule are on page 5.
- **Facilities Description:** Described on page 21.
- **Licenses and Accreditations:** Not explicitly mentioned.
- **Staff Listings:** Included on page 4.

2. Program of Study and Course Descriptions

- **Program Descriptions:** Detailed descriptions for each program (e.g., Phlebotomy Technician, Medical Assistant) are provided.
- **Course Listings and Descriptions:** Included in the course outlines section (pages 22-29).
- **Occupational Descriptions:** Descriptions of specific occupations are included within each program description.

3. Admissions Information

- **Orientation Program:** Described on page 6.
- **Entrance Requirements:** Detailed on pages 10-11.

4. Academic Information

- **Grading Policy:** Included on page 11.
- **Attendance and Academic Policies:** Detailed on pages 7-9.
- **Credit Transfer Guidelines:** Mentioned on page 29.

5. Financial Information

- **Tuition and Fees:** Detailed on pages 17-19.
- **Additional Charges and Fees:** Included within the tuition and fees section.
- **Financial Aid and Scholarships:** Not explicitly mentioned.

6. Student Information

- **Readmission Policy:** Included on page 12.
- **Complaint/Grievance Procedure:** Not explicitly mentioned.
- **Conduct Policy:** Detailed on pages 14-16.
- **Cancellation and Refund Policy:** Included on pages 19-20.
- **Graduation Requirements:** Not explicitly mentioned.
- **Employment Assistance:** Mentioned on page 29.
- **Learning Resource System:** Not explicitly mentioned.

Summary

The catalog covers most of the required sections, but there are a few areas that need more detail or mention:

- Licenses and accreditations
- Financial aid and scholarships
- Complaint/grievance procedure
- Graduation requirements
- Learning resource system

Would you like more detailed feedback on any specific section?

And then ask additional questions:

"Were there any conflicting statements/policies?"

I didn't notice any major conflicting information in the catalog. However, here are a few points that might need clarification or consistency checks:

- **Grading Scale**:
  - The grading scale on page 11 lists 70-79 as an "F". This seems unusual since typically, grades below 60 are considered failing. You might want to review this to ensure it aligns with your institution's standards.
- **Refund Policy**:
  - The refund policy on pages 19-20 states that a full refund is given if a student withdraws prior to the first day of class, minus the application and registration fees. However, it also mentions a 75% refund if a student withdraws within 3 days of the enrollment period. Clarifying the exact conditions for refunds might help avoid confusion.
- **Attendance Requirements**:
  - The attendance policy on pages 7-9 mentions that students must attend 90% of the program, but also states that absenteeism for more than 20% constitutes cause for dismissal. These percentages should be consistent.
- **Clinical Hours**:
  - The clinical hours required for different programs (e.g., Certified Nursing Assistant, Certified Clinical Medical Assistant) are mentioned in various sections. Ensure that these hours are consistently stated throughout the catalog.

Does it conflict with any of the Minimum Standards Criteria found on the GNPEC website?

Summary

- The New Hope Training Programs catalog covers many of the required sections, but there are a few areas that need more detail or explicit mention to fully comply with the GNPEC Minimum Standards Criteria. Specifically, ensure that licenses and accreditations, financial aid and scholarships, complaint/grievance procedures, graduation requirements, and the learning resource system are clearly detailed.
- Would you like more detailed feedback on any specific section or assistance with making these updates?

How Can AI Help Us? – Simplify Tasks: Make A Slide Deck

I need to make a slide deck for a presentation on how I use AI- can AI help me do that?

Copilot

Great! I've reviewed your outline. Here's a summary of the key points and how you can structure your PowerPoint presentation:

Title: How can AI/ChatGPT Enhance the Work of State Regulators? Examples from 3 States

Part 1: What is AI?

- **Introduction:** Start with a brief introduction to AI.
- **Podcast:** Play the first couple of minutes of the provided podcast.
- **Video Explanation:** Include a short video to explain AI (Kevin's video).

Part 2: Apply AI to Higher Education: Examples

- **Information Gathering and Research:** Demonstrate using AI to answer a listserv question live.
- **Present Information:** Show how AI can be used to create presentations (Maggie's example with podcasts).
- **Financial Review:** Explain how AI can calculate the FFCS.
- **Compliance Review:** Discuss using AI to review documents for compliance.
- **Trend Reports:** Show how AI generates reports to identify trends (Kevin's example).

Part 3: Considerations for Adopting AI

- **Staff Adoption:** Address concerns about job security (Kevin's issue).
- **State Rules:** Discuss any state regulations on AI use, including privacy and confidentiality.
- **Tips and Tricks:** Provide tips on prompt development and priming the model.

Part 4: Q&A

- **Audience Interaction:** Invite the audience to share their examples.
- **Video:** Consider showing a shorter video if available.
- **Podcast Example:** Discuss the idea of creating an AI-generated podcast to explain AI to NASASPS members.

Additional Notes:

- **Panel Discussion:** Consider making Part 3 a panel discussion where each presenter shares their perspective.
- **Real-Time Demo:** Demonstrate creating content in real-time using AI tools like Google Notebook.

Would you like me to help you create the slides for each section?

Yes, please generate the presentation now.

Copilot

I've created the PowerPoint presentation based on your outline. You can download it using the link below:

AI_Presentation.pptx

Feel free to review the slides and let me know if there are any adjustments or additional content you'd like to include!

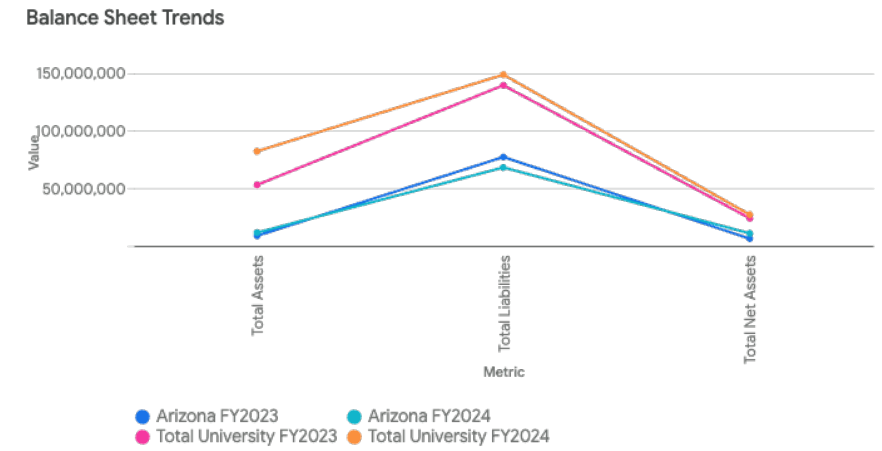
1 https://us-api.asm.skype.c...

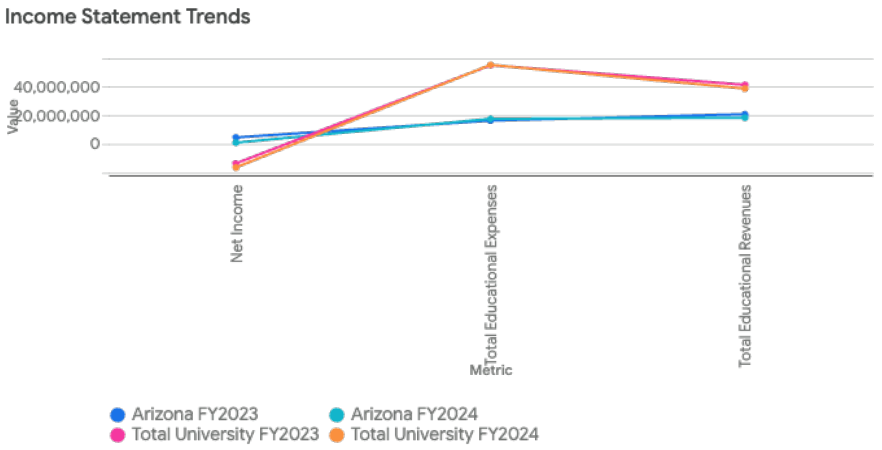
Edit in Pages | Copy | AI-generated content may be incorrect

Financial Analysis – Trends
Comparing Two Financial Documents from FY23 & FY24

Trend Analysis

- **Revenue vs. Expenses:** A key trend is the decrease in educational revenues coupled with the increase in educational expenses. This trend is evident in both the Arizona operations and the total university figures. This indicates potential pressure on profitability and financial sustainability.
- **Asset Growth:** Total assets have increased for both Arizona operations and the total university. This could indicate investments in infrastructure, property, or other assets, which might explain the increase in expenses.
- **Liability Management:** The trend in liabilities is mixed. Arizona operations show a decrease in total liabilities, which could be favorable, but this needs further scrutiny. The total university's liabilities increased, which could raise concerns about debt and financial obligations.
- **Net Asset Growth:** Despite the challenges with revenue and expenses, both Arizona operations and the total university have shown an increase in net assets. This suggests that the university has managed to maintain or grow its overall financial position, possibly through other income sources or effective asset management.

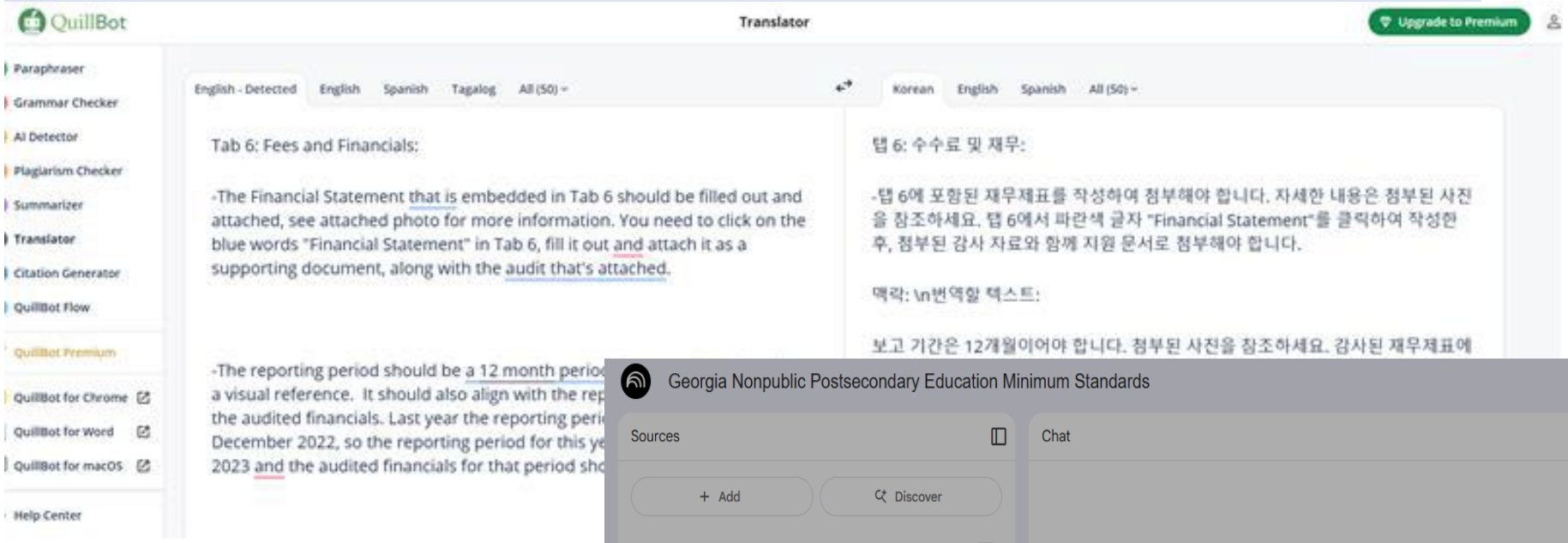


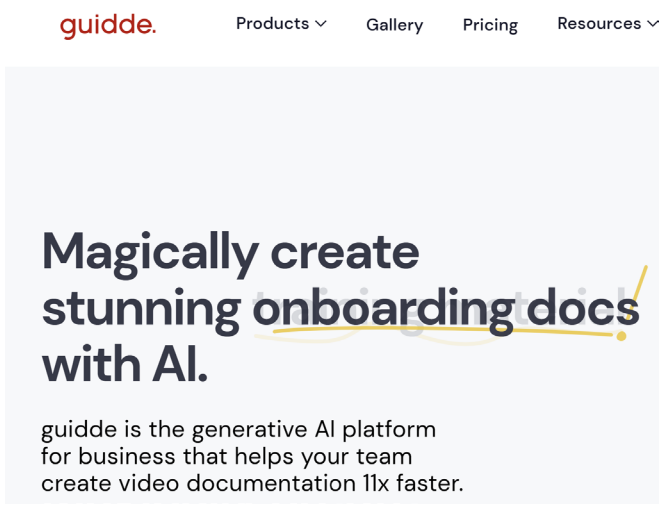


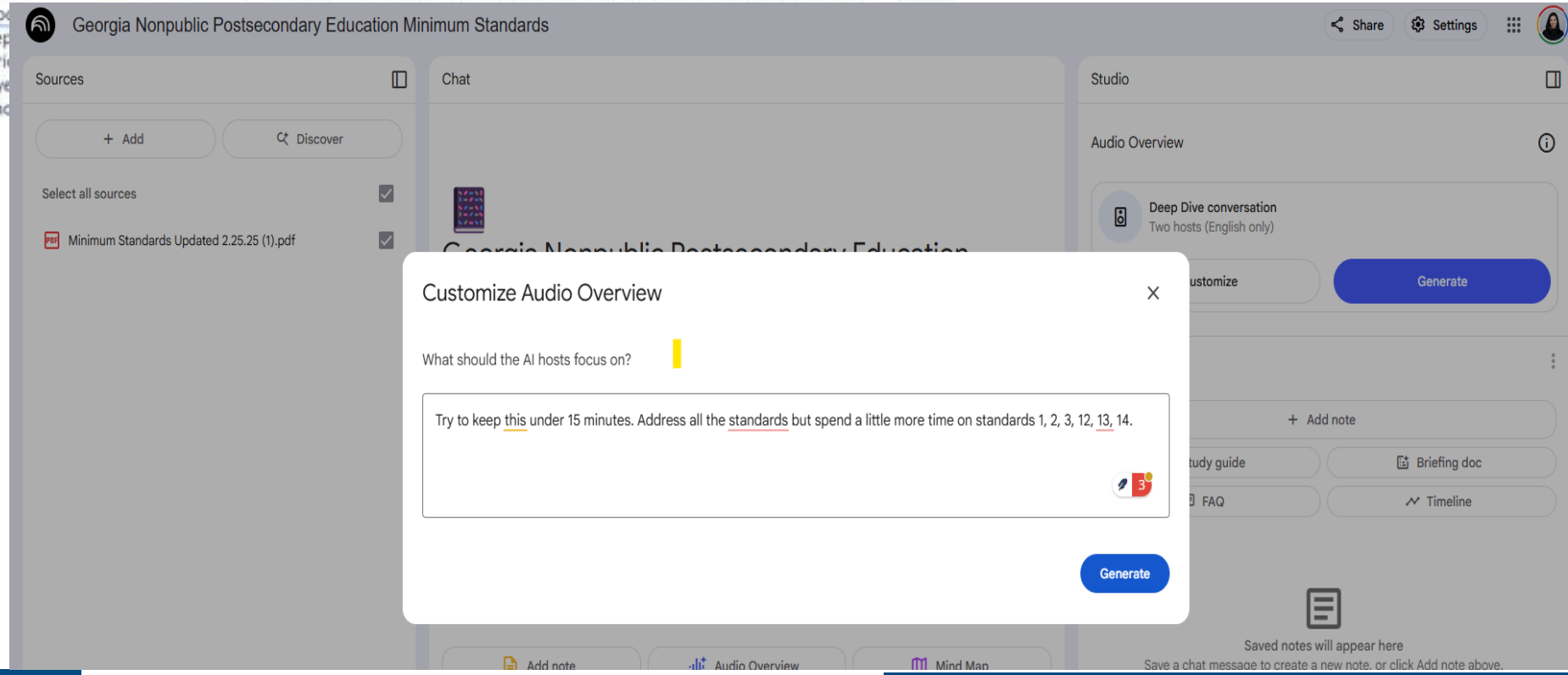
- **Revenue Trends:** Both Arizona operations and the total university saw a decrease in total educational revenues from FY2023 to FY2024.
- **Expense Trends:** Total educational expenses increased for both Arizona operations and the total university from FY2023 to FY2024.
- **Net Asset Trends:** The total university's net assets increased significantly from FY2023 to FY2024. Arizona operations' net assets also increased over the two years.

How Can AI Help Us? – Simplify Tasks: Trend Reports

How Can AI Help Us? – Simplify Tasks: Creating Useful Resources







Implementation Considerations

Staff Adoption

State Rules

innovate(us)

Implementation Considerations: Tips And Tricks for Prompt Development

St. Louis, Missouri April 27-30, 2025

Prime the Model

Context and instructions; reusable style guide

Assign A Role

Tell it who it should act as

Ask

Ask model if it has any questions

Chain Prompts

Break into smaller prompts

Save Your Prompts

Reuse prompts for similar tasks

Tell us about how you use AI in your work?
NASASPS
2025 NASASPS Annual Conference
NATIONAL ASSOCIATION OF STATE ADMINISTRATORS AND SUPERVISORS OF PRIVATE SCHOOLS
April 27-30 | St. Louis, MO

Questions?
NASASPS
2025 NASASPS Annual Conference
NATIONAL ASSOCIATION OF STATE ADMINISTRATORS
AND SUPERVISORS OF PRIVATE SCHOOLS
April 27-30 | St. Louis, MO

Thank you!

Sean Seepersad | Connecticut Office of Higher Education

Magda Rivers | Georgia Nonpublic Postsecondary Education Commission

Kevin LaMountain | Arizona State Board for Private Postsecondary Education

NASASPS

NATIONAL ASSOCIATION OF STATE ADMINISTRATORS AND SUPERVISORS OF PRIVATE SCHOOLS

2025 NASASPS Annual Conference

April 27-30 | St. Louis, MO