

University of Kansas AI Day

Faculty and Staff Program

October 20, 2026

Location: TBD

Hosted By: Microsoft and the University of Kansas

Executive Summary

Explore responsible AI for productivity, teaching support, research, communications and operational efficiency. Faculty and staff will practice prompts, see Microsoft 365 workflows, consider governed agents and choose a practical next step.

General Agenda

Session Name	Topic	Audience	Time
Copilot Chat Overview and Promptathon	Explore secure Microsoft Copilot Chat use and higher-ed examples in teaching, research, communications, administration and student support. Practice prompt fundamentals: goal, context, source and format. In a hands-on Promptathon, draft a course activity, research plan, announcement, task list or student-services FAQ with non-sensitive materials. Review and refine outputs to leave with a reusable prompt and practical draft. Presenters: Tony and Brent	Faculty and Staff	1:00 PM – 1:50 PM CT
Break	Pause and recharge.	All participants	1:50 PM – 2:00 PM CT
Microsoft 365 Copilot and Agents Overview	Explore added work-context and app value beyond chat: Outlook correspondence, Teams meeting preparation and follow-up, Word drafts, Excel data analysis and PowerPoint presentations. Discover Microsoft Agents and agentic AI for governed policy retrieval, onboarding and department coordination, plus future faculty-staff opportunities. Consider Copilot Studio as a custom-agent path, not a hands-on build. Conclude with key	Faculty and Staff (A Microsoft 365 Copilot License is Recommended)	2:00 PM – 3:30 PM CT

Session Name	Topic	Audience	Time
	takeaways and next steps.		
	Presenters: Tony and Craig		

Key Takeaways & Next Steps

Take away a reusable prompt, a reviewed draft and one low-risk workflow to explore. Confirm approved tools, access and data rules with institutional IT. Use non-sensitive exercise materials, follow institutional policies and review AI outputs. Bring a laptop if desired. Access depends on configuration and licensing.

Participation & Responsible Use

A laptop is highly recommended. Institutional access, configuration and licensing vary. Follow institutional policies and permissions, use only synthetic or non-sensitive data, and review outputs before use. No PII or student-specific data.