

# Project \_\_\_\_ Implementing ePortfolios for Faculty

Start Date\_January 2011\_\_\_\_\_

Client\_\_\_\_\_Faculty\_\_\_\_\_ Chair Kelly Wilkinson\_\_\_\_\_

Project Manager \_\_\_\_\_

## **Introduction/Background – What?:**

This committee was charged to explore an electronic solution to address the following issues:

- Provide an electronic alternative to traditional promotion and tenure portfolio
- Identify an electronic database which will provide reports from faculty data for accreditation of programs, colleges and the university
- Provide a mechanism to collect data from faculty for post tenure review
- Provide a means to provide administration data regarding faculty work.

This was done and the software, Foliotek was identified as the software to explore for these purposes

## **Proposal/Purpose/Justification – Why?:**

The committee also determined that the following guidelines should guide the implementation process.

*Design and implementation must be thoughtful and deliberate.* Time must be taken to make sure that the needs of each department and college is involved in the design.

*Auto load as much content as possible.* Not only upload course load and student evaluations but also upload committee assignments and professional development participation.

*Make sure faculty only need to put data in once.* Uploading of data should only be done once. Faculty can create vitas to meet a variety of needs.

*Workflow is vital.* The ability to predetermine roles and timelines for a variety of needs and automate the access to the data would ease workload.

*Be able to track access of faculty work.* The system should log all who enter sites and what was done at the site.

*Create a robust schedule of training.* Training is imperative to the success of this product.

*Keep data ownership.* Data put in a software must continue to be owned by ISU and the faculty.

The provost chose to continue to use the committee to create an implementation plan in concert with Foliotek to develop guidelines and procedures for P and T and also work with colleges to develop a product that meets the specific needs of that college as well as standard information that the university can use to fulfill reporting goals.

## **Work Plan – Action Steps – Process – How?:**

The committee has already begun the work to develop the guidelines. When the contract with Foliotek is signed, we will begin working with colleges to revisit their P and T procedures, develop workflow, design their interface, and integrate material from other data sources. This process will take approximately one year. This will also fulfill other actions of Goal 6 Initiative 2.

March 2011 – Meet with college FAC to develop needs and wish lists. Focus on the SCOB as this will be the test college for development.

April 2011 Visit University of South Carolina and meet with their faculty about eportfolios. (If this cannot be done, then we will go in September 2011). We also want to drive to Kirksville MO to meet with the president's office of the College of Osteopathy who is using Foliotek and requires all faculty to be in the system.

May-September 2011 Consultation with Foliotek in design.

October-December 2011 Test product and Evaluate results

## **Reporting and Deliverable Schedule – When?:**

As this is an important process, routine updates will be provided to all deans, chairs, and other administrative units.

## **Budget – How Much?:**

\$40,000 for a project manager. There must be a person that is in charge of the project and that is the contact person for colleges and Foliotek. My committee members are either faculty or administrators and do not have the time or resources to provide the project this function. I do not have a person to manage this project in CIRT because of budget reductions.

\$20,000 travel. This would be money used to take the committee to University of South Carolina for two days and to drive to Kirksville Missouri.

## **Stakeholders and Management Plan – Who?:**

This project's stakeholders are the faculty and administration. The goal is to implement a system of faculty evaluation and accountability that allows ISU to truly report on the activities of faculty.

## **Outcome Assessment & Future Testing – How Well?:**

The functionality of the product and the process to fulfill the needs of the stakeholder will be measured by the quality and quantity of data that can be extracted from the project.

# **Project \_\_\_\_ Developing a Faculty Portal (Continued)**

Start Date January 2011

Client \_\_\_\_\_ Faculty \_\_\_\_\_ Chair Kelly Wilkinson

Project Manager \_\_\_\_\_

## **Introduction/Background – What?:**

In 2010, there was an action to develop better internal communication system for faculty. One part of this was a eportfolio, but we are currently working on a web portal for faculty that will include help, tutorials, blogs, and information specific to faculty .

## **Proposal/Purpose/Justification – Why?:**

There needs to be dedicated space on the ISU website that for each of our stakeholders, students, staff, and faculty. This project focuses on the faculty side but will look at the other two areas.

## **Work Plan – Action Steps – Process – How?:**

A needs assessment was done. Data will be taken and used to develop the proof of concept. There will be a faculty committee to evaluate the proof of concept.

Tutorials were built by the graduate student.

August 2011 –May 2012 Build proof of concept and begin map and create wires for the web site.  
Plan to roll out web site May 2012 or earlier.

## **Reporting and Deliverable Schedule – When?:**

The faculty committee will assume oversight of the project as well as personnel from CIRT and OIT.

## **Budget – How Much?:**

\$25,000

Tthis is for a graduate student be dedicated to the development of the website. This person has been working on the tutorials and needs assessment previously done. CIRT/OIT do not create web sites for units on campus. This would be her sole duty.

## **Stakeholders and Management Plan – Who?:**

I will oversee the project as well as report to the committee and directors of CIRT/OIT the progress of the web site.

## **Outcome Assessment & Future Testing – How Well?:**

Upon completion of the website, another survey will be conducted as well as focus groups of faculty to evaluate function and form.

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