

Project: G2 - I5 Enhance the Co-Curricular Experience

Start Date: Nov. 15, 2010

Client: President Dan Bradley (Strategic Plan) & Vice President Carmen Tillery (DSA)

Program Manager: Nolan Davis

Project Manager: Vacant

Thesis Statement: A three-part software addition to produce a co-curricular record and a student passport system, both designed to recognize and reward student engagement with the campus.

Introduction/Background – What?:

Co-Curricular Record (CCR):

Eventually a robust system designed to describe student areas of engagement in two pages
Primarily for perspective employers and for developing resumes/applying to graduate school
It will provide data to the Foundation on alumni areas of potential interest.

Student Passport System (SPS):

Record of involvement across an array of campus activities to encourage further engagement
It includes a system of certifications with public rewards and prizes to motivate students

Student Organization Software Package (SOSP):

A necessary part of both the CCR and the SPS, it will feed data to both systems
Much of the data collected by the SOSP cannot be captured from students in any other way
The SOSP will also help student organizations and some ISU offices to be more effective

Proposal/Purpose/Justification – Why?:

The co-curricular experience is one of the key learning experiences for all students. Additionally, it is one of the key sources of attachment to college for students and deeply affects their satisfaction and personal fulfillment with the college experience. This satisfaction and feeling a part of a welcoming community are major factors in recruitment, enrollment, retention, and graduation; as well as alumni support.

Work Plan – Action Steps – Process – How?:

Project Manager:

IT professional must be assigned as Project Manager for these areas, immediately
Much of the key implementation phase of the SOSP runs from November to the end of January
The development of the CCR will be in full swing by January
If a person is not dedicated to the project, we will need a budget increase to hire such a person.

Co-Curricular Record (CCR):

Finalize the conception of the final product and version 1, with example
Programming staff to begin working on version 1 program
Initiative committee begins work on descriptions of student roles
Design and implement a marketing plan
Version 1 of CCR will come from smaller program additions to the software programs that already exist on campus, including Banner and the student portal.
In the long run, we are considering a more comprehensive program, either as a designed program by ISU's OIT, hiring an outside firm such as OrgSync, or another off the shelf program. This program would only serve as a reporting function. All data will still be stored in Banner.

Student Passport System (SPS):

Finalize the conception of the final product and version 1, with example
Programming staff to begin working on version 1 program
Initiative committee begins work on descriptions of student roles
Design and implement a marketing plan
Define initial certificates and rewards
Collect events/programs that qualify for a given certificate

Student Organization Software Package (SOSP):

Purchase and set up program: such as creating forms for system
Define and implement links with other systems: EMS, calendars, student login, etc
Complete schedule for soft launch in January with Greeks and five major student organizations
Conduct a full launch during spring 2011, with re-registration & funding request online
The system has no “real” programming needed or possible.

The interface with Banner to check student passwords and load in their student ID numbers can be done simply, and will be a part of what we are paying OrgSync to perform. If it cannot be automated, it will be done with a data transfer file in excel format. The difficult part will be getting permission to have the program work with other formats such as the university calendar, room reservations, etc. Once the permissions are done, most of the process is automated since OrgSync is already compatible with all of the other systems we use such as RSS feeds, EMS, Outlook, social media, etc. This is where we will need a project manager. We need someone to serve as a single point of contact with OrgSync and ISU offices to identify what information is needed to set up a connection and in what format. This task will take some time and will need to be done on a short schedule.

The program will not interface directly with Banner (neither would its peers). We will have to use a data dump, a macro, and an upload to transfer data. The larger co-curricular data team will do this design. Both programs use excel file formatting, so this should be a very simple process. This is how we will get the OrgSync information on student leaders into Banner. Automating this process will be a future option. But that will cost extra for our staff and OrgSync.

Getting the new software working will be mostly done by an implementation team from OrgSync, with the designing of forms by the student activities staff. The latter cost is included, because of some extra time to train student staff and to put all the form into the program over the break (graduate student wages).

Reporting and Deliverable Schedule – When?:

Reporting: Use of the TaskStream schedule, weekly reports to the VPSA, and weekly meetings of the Initiative committee:

Co-Curricular Record (CCR):

Live test: May 1, 2011
Version 1 to go live: May 30, 2011
Version 2 - May 2012

Student Passport System (SPS):

Version 1: Fall 2011 - new students
Version 2: Fall 2012

Student Organization Software Package (SOSP):

Staff training: November & December

Soft launch: January 2011

Intro to campus: calendars, room reservations SGA funding, student elections: Jan 2011

Full launch April to September 2011: Annual Re-registration

Budget – How Much?:

To meet the target dates for development of a program and its relationship to two other programs, we will need to assign two full time contract workers to the project. The current staff of OIT is shorthanded and has lost the primary programmer for this project

If dedicated staff members are not assigned, then the indicated dates cannot be met, including the CCR Version 1 date of May 2011 and the fall 2011 date for the SPS . Budget estimate is for the current year only - Full estimate for the next fiscal year will be developed as the planning proceeds
Please see Strategic Work Budget Request

Stakeholders and Management Plan – Who?:

Stakeholders: Nolan Davis (Chair), April Hay, Catherine “Cat” Stemmans , Elonda Ervin, Kent Waggoner, Kevin Smith, Marcy Shonk, Mike Snyder, Ray Buechler, Suellyn Mahan
The Initiative committee will manage all three projects for the duration of its existence.

However, each project area will be operated on a day-to-day basis by different offices:

CCR: Coordination & Policy Development: Initiative Committee
Student advising on use and value: Career Center
General data entry and corrections: Career Center
Issuance of official version and custodian: Registrar’s Office

SPS: Coordination & Policy Development: Initiative Committee
Student advising on use and value: Student Activities and Organizations
General data entry and corrections: Student Activities and Organizations
Issuance of certificates and custodian: Student Activities and Organizations

SOSP: Coordination & Policy Development: Student Activities and Organizations
Student advising on use and value: Student Activities and Organizations
General data entry and corrections: Student Activities and Organizations
Issuance of certificates and custodian: Student Activities and Organizations

Outcome Assessment & Future Testing – How Well?:

Usage will be tracked within each program for all three programs for students and staff/faculty

CCR: Student, staff, and alumni surveys at end of fall 2011 for changes for spring 2012 users

SPS: Survey of student, faculty, and staff on fall 2011 program features

SOSP: Track the number of each of the following: events with attendance, profiles, student organization on the system, student organization web pages, and the volume of messages sent from the system