GRCC College Action Project Update
Due to SLT Exec Council: August 1, 2013

Project Title: 4.1.1 – Implement a student portfolio system throughout the campus to track co-curricular experiences.
Champion Name: Sara Dorer

August 1 Update Questions

NOTE: All current CAP projects are scheduled to be completed by July, 2014.

The Champion’s responses should be direct and factual to provide a clear picture of its progress, accomplishments, and challenges.

1. Describe the past accomplishments and the current status of this Action Project since August of 2012. Describe any changes to your implementation plan that you have made this year.
   Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If your team hasn’t made expected progress, explain why things are moving slower than planned. If you implementation plan has changed, please describe why.
   • Transitioned champion role/leadership from Eric Mullen to Sara Dorer
   • Created new team membership, re-energizing the work and getting those with direct impact on the project involved (12 team members, including faculty and staff)
   • The newly formed team met four times between December ’12 and April ’13.
   • A variety of activities were held/utilized to gather input/research about how to best use an ePortfolio tool, what the benefits will be, how to sell use of the tool, etc., including:
     a. Hosted 3 student focus groups on main campus (in conjunction with work being done to re-structure student government) and one on the lakeshore campus. One was scheduled at the Tassell M-TEC, but did not run based on lack of interest.
     b. Two team members reached out to a variety of local employers (more than seven) and/or HR organizations to gather input from them regarding the potential use of an ePortfolio during the interview process, when and in which fields it would be useful, etc.
     c. Two team members (Mursalata Muhammad and Eric Mullen) piloted use of the tool in their Winter semester classes. Both wrote a summary of how they used it and included reflections from their students on use of the tool.
     d. A group of faculty members was pulled together to review the product, discuss potential uses, and describe the upcoming pilot. Of six attendees, four volunteered to participate in the pilot and the other two asked to remain involved.
   • The login for OrgSync was moved inside of Blackboard based on feedback received during the research phase of the year.

Reviewer’s Comments: It appears as if 12-13 was a year of piloting for this project.

Response: 12-13 was a year of transition and gathering data for this project. The team transitioned leaders and all but one member between 11-12 and 12-13, which impacted the progress of the project.
The original team had selected a tool in the first year, which was the extent of progress achieved in the first year of the project.

2. Describe the next steps for this Action Project for 2013-14
   Be specific about the next critical steps planned to move the Action Project ahead for next year. In many cases you will need to assemble your team and develop a Work Plan that you all agree on. This plan should be detailed as to guide your team’s activities for the next year.

   Tasks:
   - Collect OrgSync resources to provide regarding creating an account, using ePortfolio, etc.
   - Development of a resource about use of portfolio, employability skills, etc.
   - Develop Training Content for introducing to pilot participants
   - Determine all pilot participants
   - Develop an outline of how the tool could help faculty for their own evaluation purposes

   Pilot Implementation:
   - Implement Training in August
   - Schedule brown bag gatherings - two per semester
   - Evaluation to give participating faculty

   Next Meetings/Timeline:
   - December - Send thank you to faculty at end of semester and evaluations
   - Jan./early Feb. - Large CAP team meets again to review fall data, develop recommendations for Fall ’14 integration
   - April – large team meeting to review feedback from SLT and finalize integration plan

Reviewer’s Comments: We have a bit of a concern that this project is stalled in the piloting phase and is not moving toward implementation with any sense of urgency. Your comments in the Challenges section confirm this observation. We would like to see a more aggressive plan for full implementation.

Response: Your comments have led us to realize “full implementation/adoptions” for this project has not been well defined. Is the goal simply education and awareness or a certain percentage of classrooms using the tool? We will bring this discussion to SLT.

We plan to add informational sessions for faculty this Fall to inform more people about the tool, as well as provide training for use, as we continue to discuss what implementation is expected.

3. What challenges, if any, are you facing regarding this Action Project?
   This is an opportunity to get constructive, actionable feedback, advice, and help from the SLT Executive Team. In your response, specify blocks, gaps, sticking points, or problems.
   For this CAP to be fully implemented as it is written, a broad adoption of the tool and an institutional requirement around use would need to be established. While we have developed a pilot and we will use that pilot to help roll out an integration plan, we will come to a point where we’ll have to determine how to institutionalize this project.
Currently it does not have one natural “home” where it would fit best. For a tool of this nature to work effectively, it has to be owned and utilized by many. A full adoption would likely mean we have made the ePortfolio a required component of an intro level class (CLS 100 and/or PY 097 for example), we have places throughout the curriculum where it is being used, and we would have a number of capstone type courses requiring the final outcome. Only with that level of adoption would we be able to assess how it is working, how involved our students are, etc.

**Reviewer’s Comments:** Please feel free to request time on an SLT Agenda to discuss the next steps for this project with the entire group.

**Response:** We will do that, especially as we seek an understanding of the final goal. We have invited a number of administrators to a demonstration of a co-curricular transcript option that is available to us as well, so we would like our team to bring questions to SLT about which tool is more valuable to our campus, what was our original intent with this project, etc.

4. **What are the measures (data) you are using to document success of your project? How are you performing on those measures?** Each project champion should be collecting data that demonstrates the progress they are making. Provide a table outlining this data. The SLT Exec Team will use this data to evaluate the success of your action project to date.

   At this time, we do not have any quantitative data to present, nor are we collecting any. We gathered qualitative data around thoughts about using a tool like this, but did not utilize any survey methods. As we begin the pilot, we will be able to track the number of courses using the ePortfolio and/or number of students participating in ePortfolio assignments (especially as some classes will make it optional) and that is data we could track as we roll out the implementation, but otherwise, we have no measureable data.

**Reviewer’s Comments:** Please provide the quantitative data as soon as it becomes available.

**Response:** You will find the data we have attached. We will update going into Winter semester as we know who is using the tool.

5. **Do you anticipate that this CAP will NOT be completed by July, 2014? If yes, please discuss those components which you anticipate not being completed.**
   
   By July 2014 we anticipate we will have a greater plan for integrating ePortfolios throughout the college, but by no means will the work be done. It will need to be an on-going, growing process for a few years before it has a chance of truly becoming institutionalized.

6. **From your perspective as a CAP Champion, how could the strategic planning process be improved?**
   
   The greatest concern I have noted from participation in SLT, is that when sub-committees come up with ideas and present/suggest new CAPs be implemented, it does not seem we are always considering the big picture. In some cases, the core team of people who would be required to really assist in planning and implementation were not always consulted prior to the CAP moving forward for a vote. In other cases, some of the same core/key people and departments were required to be actively involved in several CAPs in order for them to be effective. It seems it might make more sense to get
core people engaged sooner and limit the number of CAPs that can be impacting an office/department/person at the same time.

Reviewer’s Comments: Thank you for your comments.