ASSOCIATE PROVOST FOR ACADEMIC PROGRAMS' PROJECT MANAGEMENT

We are currently working with Dr. Arden Lockwood, Assistant Manager, Project Management Office, Office of Information Technology, to streamline the way the Associate Provost for Academic Programs' office functions.

We started this process after attending a conference when we realized we did not have an effective method to track assessment reports/plans. Many of those reports ended up in different e-mail in-boxes and thus did not get timely feedback. We also realized we did not have the funds available to purchase a site license for a commercial tracking product.

The process has been a very beneficial one since we first had to educate Dr. Lockwood and her staff on exactly what our office does and, maybe more importantly, who it affects. Thanks to our discussions, we learned that our website needs to be updated to reflect a different audience, since our current website addresses more of our office needs than those of the audience it was intended for: faculty, staff, and students. We also realized that we needed to create a document to share with the various assessment committee members that explains in less technical terms the responsibilities we share. We worked with Dr. Lockwood to create a document, similar to a syllabus, to share with committee members and post on our revised website.

This has been a very rewarding process. We still have a long ways to go streamlining the assessment process, but we are getting closer. We will keep everyone posted as we progress.

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