Session/Workshop Title: Beyond Student Applications: Incorporating the Faculty Proposal Process into Terra Dotta

Lead Contact: Hannah Fischer

Organization: Portland State University

Who is the primary target audience for your proposed workshop or session? Administration

Describe specifically how and why this session is relevant to your target audience:
TerraDotta is nearly ubiquitous in managing and administering education abroad programming, but what about using it to process incoming faculty proposals for future programs? We will present the ways that we have utilized TerraDotta to support processes outside of the regular student application. We will provide a road map for implementation for education abroad offices that might wish to convert to integrating various aspects of the program planning into TerraDotta. This session/workshop is going to be most beneficial to administrators that are already TD software to support their student application process. We will discuss using TD to communicate with stakeholders across campus and faculty, best practices in selecting which process elements to use in what context, utilizing status changes & query watches, and lessons learned and ongoing challenges. We will then open it up to small group discussion to provide examples of how others are using the software, collect all answers and create a repository of resources for future use by all attendees.

How are you bringing a variety of perspectives to your session? What makes the organizations or representatives involved diverse?
While PSU & UW are both large, public institutions, PSU manages the budget for faculty-led programs and centralizes nearly all aspects of programming. In contrast, UW relies on faculty to self-manage many elements of programming, thus we have relatively different approaches to what kind of information needs to be conveyed to whom at what time.

Are you open to partnering with others to create your proposal? In some instances, the Committee may request to combine sessions or workshops to better serve the needs of attendees. Yes

Is your proposal a session or a workshop?
Session

Please provide a description for your proposal. What is the structure? What are your primary goals? What outcomes do you hope to achieve?
UW Study Abroad uses Terra Dotta to facilitate its faculty-led program proposal process. We implemented this tool two years ago and have now been through two proposal cycles supporting 120+ programs. PSU launched with Terra Dotta in 2015 and immediately transitioned the faculty-led proposal process online for our 30+ faculty-led programs.

In this workshop/session, we will focus on three themes: (1) Building the Proposal in Terra Dotta (2) Communicating Knowledge & Managing Information (3) Lessons Learned & Ongoing Challenges.
We will first provide background on how we decided to move the proposal into Terra Dotta, the process elements we have utilized, and the inevitable workarounds we had to create to meet our business goals.

We will then share improvements we made to our tools and the ways in which we have built out the applications so that it supports program directors beyond the proposal phase.

Finally, we will open the session up to small groups for structured discussion centered around two main elements: (1) identifying ways in which administrators use specific process elements and techniques to deliver content and information (2) primary challenges in using Terra Dotta for proposals. This content will be compiled and shared with all attendees to begin to build out a toolkit of best practices.