ACHIEVEMENTS

- Project achieved the following outcomes:
  - Increased faculty understanding of non-major graduation requirements (BA, BS, BFA, BM, and University Studies)
  - Increased faculty competence in reading and understanding DARS
  - Increased faculty referrals of students to campus resources due to improved understanding of university resources
  - Improved faculty and student satisfaction with overall advising experience
- Please see the end-of-project report and summary of project artifacts for additional information.
- The faculty advising website is live, and it includes an online faculty advising guide.

PROJECT STATUS: Completed

March 2015

#88 Faculty Advising Initiative

Creation of an integrated professional and faculty advising system that includes an on-line faculty resource guide for advising and comprehensive on-line advising tutorials for faculty advisers.

PROGRESS

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: Enrollment Management and Student Affairs

www.pdx.edu/oai/provosts-challenge
#88 Faculty Advising Initiative

Creation of an integrated professional and faculty advising system that includes an on-line faculty resource guide for advising and comprehensive on-line advising tutorials for faculty advisers.

**ACHIEVEMENTS THIS PERIOD (12.01.2014-02.01.15)**

- Completed project!
- Project achieved the following outcomes:
  - Increased faculty understanding of non-major graduation requirements (BA, BS, BFA, BM, and University Studies)
  - Increased faculty competence in reading and understanding DARS
  - Increased faculty referrals of students to campus resources due to improved understanding of university resources
  - Improved faculty and student satisfaction with overall advising experience
- Please see the end-of-project report and summary of project artifacts for additional information.
- The faculty advising website is live, and it includes an online faculty advising guide.

**GOALS FOR NEXT PERIOD (02.02.15-03.08.15)**

- Not applicable.

**KEY DECISIONS**

- Not applicable.

**OPEN ISSUES**

- Not applicable.

**PROGRESS**

**LEAD**: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

**PROJECT MANAGER**: Sarah Traxler

**COLLABORATORS**: Enrollment Management and Student Affairs
ACHIEVEMENTS THIS PERIOD
(10.20.14-11.30.14)

• Launched Faculty Advising website and tested draft iBook module in Faculty training session.
• Secured input from key project stakeholders on the Faculty Advising website.
• Tested Faculty Advising website.
• Reviewed and received approval of Faculty Advising website from University Communications.
• Delivered Fall 2014 trainings.
• Purchased laptop for training sessions and ongoing maintenance of the iBook module.

GOALS FOR NEXT PERIOD
(12.01.2014-02.01.15)

• Complete final tweaks and testing of iBook module and add a link to the module on the Faculty Advising website.
• Communicate that the Faculty Advising website and iBook module are live to faculty, deans, and department heads.
• Transition ownership of maintenance of Faculty Advising website and iBook module to Advising & Career Services.
• Complete sustainability plan and end-of-project report.

KEY DECISIONS

• None.

OPEN ISSUES

• None.

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: Enrollment Management and Student Affairs
PROJECT STATUS: On Schedule
October 2014

#88 Faculty Advising Initiative
Creation of an integrated professional and faculty advising system that includes an on-line faculty resource guide for advising and comprehensive on-line advising tutorials for faculty advisers.

ACHIEVEMENTS THIS PERIOD (6.2.14-10.19.14)

• Planned and scheduled initial trainings for Fall 2014.
• Hired graphic designer and finalized graphic element for the website.
• Identified and engaged an internal resource to build the site.
• Created additional content for module to support the website/online resource guide.
• Worked with the Office of Academic Innovation (OAI) on module development.
• Finalized content for the website/online resource guide.
• Resolved issue about how this work will be sustained at an institutional level beyond the life of the project - Academic & Career Services will maintain the website post-project.
• Scheduled open house at OAI to introduce and demo website and module.

GOALS FOR NEXT PERIOD (10.20.14-11.30.14)

• Deliver Fall 2014 trainings.
• Secure input from key project stakeholders on the site.
• Test online resource guide and website.
• Communicate that the resource guide is live to faculty, deans, department heads, etc.
• Website and module go live!
• Purchase laptop for training sessions and for maintenance of the module.
• Complete sustainability plan and end-of-project report.

KEY DECISIONS

• Decided to purchase a laptop for project team to use during training sessions and for maintenance of the module.

OPEN ISSUES

• None.

PROGRESS

www.pdx.edu/oai/provosts-challenge

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: Enrollment Management and Student Affairs
ACHIEVEMENTS THIS PERIOD
(4.28.14-6.1.14)

- Met with project team and project sponsors to discuss: website/online resource guide content, and who will build website/online resource guide.
- Started conversations about who will build website/online resource guide.
- Prepared for and delivered workshops: April 30 workshop for CLAS advisers on degree requirements and a May 20 campus-wide workshop that focused on student resources.
- Completed outline of website/online resource guide structure.

GOALS FOR NEXT PERIOD
(6.2.14-10.19.14)

- Finalize content for website/online resource guide.
- Work with a partner to build website/online resource guide.
- Create module to support website/online resource guide.
- Resolve issue about how this work will be sustained at an institutional level beyond the life of the project.
- Plan initial trainings for Fall 2014.

OPEN ISSUES

- It is not clear from the project team’s perspective how this work can be sustained at an institutional level beyond the life of the project. This issue is currently impacting the planning and efforts to facilitate faculty training sessions outside of the College of Liberal Arts & Sciences and the development of the University online resource guide. Project Lead and Project Manager discussed this topic with the Student Success Steering Group in early May and are expecting guidance from them soon.

KEY DECISIONS

- Project team (including lead and sponsors) decided that, if possible, website will be built primarily in PSU Drupal with authentication in Drupal, so it will be easier to maintain.

PROGRESS

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: Enrollment Management and Student Affairs

www.pdx.edu/oai/provosts-challenge
ACHIEVEMENTS THIS PERIOD
(3.10.14-4.27.14)

- Implemented initial training for College of Liberal Arts & Sciences advisers on degree requirements.
- Met with advisers and administrators to discuss campus-wide participation in project.
- Gathered requirements for website.
- Met with possible developers of website, including the Office of Academic Innovation, Academic & Research Computing and Co Creative.
- Shared website/online resource guide content with advisers from around PSU for comments/feedback.
- Finalized Project Management Plan.
- Finalized Project Plan (work outline).

GOALS FOR NEXT PERIOD
(4.28.14-6.1.14)

- Meeting with project team and project sponsors to decide: website/online resource guide content, and who will build website/online resource guide content.
- Begin building website/online resource guide.
- Prepare for and deliver workshops: April 30 workshop for CLAS advisers on degree requirements and a May 20 workshop that focuses on student resources.

OPEN ISSUES

- It is not clear from the project team’s perspective how this work can be sustained at an institutional level beyond the life of the project. This issue is currently impacting the planning and efforts to facilitate faculty training sessions outside of the College of Liberal Arts & Sciences and the development of the University online resource guide. Project Lead and Project Manager will discuss this topic with the Student Success Steering Group in early May.

KEY DECISIONS

- Project lead was selected to fill a Faculty in Residence position (Spring 2014) in the Office of Academic Innovation to provide additional time/resources for this project.

PROGRESS

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: Enrollment Management and Student Affairs

www.pdx.edu/oai/provosts-challenge
ACHIEVEMENTS THIS PERIOD (2.3.14-3.9.14)

- Project team met several times to formulate a plan for moving forward, including that the project will hold trainings starting in Spring 2014.
- Training topics have been identified (see below) and scheduled for Spring 2014.
- Drafted Project Management Plan (brief document covering project scope, roles, and change management process).
- Started draft of Project Plan (work outline with timeline/milestones).

GOALS FOR NEXT PERIOD (3.10.14-4.27.14)

- Further develop schedule for trainings.
- Implement initial training(s).
- Gather requirements for website, including what content will be needed. Website will serve as a central location for faculty advising information.
- Finalize Project Management Plan.
- Finish drafting and finalize Project Plan (work outline).

OPEN ISSUES

- It is not clear from the project team’s perspective how this work can be sustained at an institutional level beyond the life of the project. This issue is currently impacting the planning and efforts to facilitate faculty training sessions outside of the College of Liberal Arts & Sciences and the development of the University online resource guide.

KEY DECISIONS

- Topics for trainings will include: Academic requirements; Student resources; Dashboard; and Student Success initiatives.
- Initial trainings will be delivered Spring 2014.
Faculty Advising Initiative

Creation of an integrated professional and faculty advising system that includes an on-line faculty resource guide for advising and comprehensive on-line advising tutorials for faculty advisers.

<table>
<thead>
<tr>
<th>ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)</th>
<th>GOALS FOR NEXT PERIOD (2.3.14-3.9.14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Held meeting with faculty and advisers in January, which provided information on advising needs to guide the next steps for the project. Conversation discussed how advising happens in various CLAS departments, as well as key issues that would be helpful to address.</td>
<td>• Project team will meet to digest January conversation and discuss next steps.</td>
</tr>
<tr>
<td></td>
<td>• Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).</td>
</tr>
<tr>
<td></td>
<td>• Create and finalize Project Plan (work plan with timeline/milestones).</td>
</tr>
</tbody>
</table>

**KEY DECISIONS**

- None.

**OPEN ISSUES**

- None.

**PROGRESS**

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: Enrollment Management and Student Affairs
#88 Faculty Advising Initiative

Creation of an integrated professional and faculty advising system that includes an on-line faculty resource guide for advising and comprehensive on-line advising tutorials for faculty advisers.

ACHIEVEMENTS THIS PERIOD (11.15.13-12.15.13)

- Investigated how the on-line resource guide and advising tutorials can integrate with existing technology platforms - goal is to not create another platform.

GOALS FOR NEXT PERIOD (12.15.13-2.2.14)

- A meeting with faculty to identify needs will be hosted at the Office of Academic Innovation in January.
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).
- Create and finalize Project Plan (work plan with timeline/milestones).

KEY DECISIONS THIS PERIOD (11.15.13-12.15.13)

- None.

OPEN ISSUES

- Identify platform.

LEAD: Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: Enrollment Management and Student Affairs
#88: Faculty Advising Initiative

*Creation of an integrated professional and faculty advising system that includes an online faculty resource guide for advising and comprehensive online advising tutorials for faculty advisers.*

### Project Status: On Schedule

<table>
<thead>
<tr>
<th>Achievements this period (5.2013-11.15.13)</th>
<th>Goals for next period (11.16.13-12.15.13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Initial discussions have occurred with faculty and the Office of Academic Innovation to launch this project.</td>
<td>- Begin gathering information from faculty.</td>
</tr>
<tr>
<td></td>
<td>- Investigate how the online resource guide and advising tutorials can integrate with existing technology platforms - goal is to not create another platform.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key decisions this period (5.2013-11.15.13)</th>
<th>Open issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Decided that initial efforts will focus on gathering information from faculty on what information would be helpful to assist them in being stronger advisers.</td>
<td>- None at this time.</td>
</tr>
<tr>
<td>- Meeting with faculty for information gathering will be hosted at OAI in January.</td>
<td></td>
</tr>
</tbody>
</table>

**Lead:** Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** Enrollment Management and Student Affairs