PROJECT STATUS: Schedule at Risk

April 2015

On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD
(03.09.15-04.26.15)

• Launched the two Spring 2015 courses.
• Modified already developed courses based on student feedback on the first 4 courses.
• Continued to add close captioning to video assets produced by the MSW faculty.

GOALS FOR NEXT PERIOD
(04.27.15-05.31.15)

• Hold MSW lessons learned meeting with all participants within the project.
• Continue course development activities for the fourth and fifth batch of courses.
• Begin to draft the end-of-project report.

KEY DECISIONS

• None.

OPEN ISSUES

• Project is working through capacity challenges for faculty course developers, which is impacting the project schedule. We are creating course-by-course mitigation plans to help ensure course development finishes by June 30.

LEAD: Sarah Bradley, Assistant Professor, School of Social Work

PROJECT MANAGER: Samad Hinton

COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule

March 2015

#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (02.02.15-03.08.15)

• Developed a framework for aligning content with appropriate student contact hours.
• Started a process for creating close captioning for video assets produced by the MSW faculty.
• Conducted lessons learned meeting with Fall 2014 faculty members.
• Scheduled lessons learned meeting with Winter 2015 faculty members.

GOALS FOR NEXT PERIOD (03.09.15-04.26.15)

• Continue course development activities for the fourth and fifth batch of courses.
• Modify already developed courses based on student feedback on the first 4 courses.
• Continue to add close captioning to video assets produced by the MSW faculty.

KEY DECISIONS

• None.

OPEN ISSUES

• None.

PROGRESS

www.pdx.edu/oai/provosts-challenge

LEAD: Sarah Bradley, Assistant Professor, School of Social Work
PROJECT MANAGER: Samad Hinton
COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners
PROJECT STATUS: On Schedule

February 2015

#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (12.01.2014-02.01.15)

- Developed a framework to identify what it would take to build a course with accessible features from the “ground up” as well as refresher courses.
- Launched the two Winter 2015 courses.
- Complete the Program Evaluation Process outline.
- Completed Field Placement orientation materials for students.

GOALS FOR NEXT PERIOD (02.02.15-03.08.15)

- Continue course development activities for the fourth and fifth batch of courses.
- Develop a framework for aligning content with appropriate student contact hours as required by the project lead.
- Modify already developed courses based on student feedback on the first 4 courses.
- Start a process for creating close captioning for video assets produced by the MSW faculty.
- Conduct lessons learned meeting with both Fall 2014 faculty members.
- Schedule lessons learned meeting with both Winter 2015 faculty members.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

PROGRESS

LEAD: Sarah Bradley, Assistant Professor, School of Social Work
PROJECT MANAGER: Samad Hinton
COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule

December 2014

#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD
(10.20.14-11.30.14)

• Continued course design and development activities for the fourth batch of courses.
• Reviewed and secured final sign-off on courses to be delivered Winter 2015.
• Continued to partner with the Office of Academic Innovation (OAI) for faculty support needs during the delivery of the two Fall 2014 courses.

GOALS FOR NEXT PERIOD
(12.01.2014-02.01.15)

• Complete course development on the fourth and fifth batch of courses.
• Develop a framework to identify what it would take to build a course with accessible features from the “ground up,” as well as refresher courses.
• Conduct lessons learned meeting with Fall 2014 faculty members.
• Launch the two Winter 2015 courses.
• Complete the Program Evaluation Process outline.
• Complete Field Placement orientation materials for students.

KEY DECISIONS

• SSW and OAI agreed to transfer content created by faculty from YouTube to Kaltura during Summer 2015. Until this time, SSW will use the I: Drive to archive faculty-developed media assets.

OPEN ISSUES

• None.

PROGRESS

LEAD: Sarah Bradley, Assistant Professor, School of Social Work
PROJECT MANAGER: Samad Hinton
COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners
On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (6.2.14-10.19.14)

- Welcomed first cohort!
- Began delivering first online courses - Fall 2014!
- Completed first and second batches of course development.
- Initiated fourth batch of course development.
- Finalized resource allocation plan, in terms of resources to coordinate project in year two.
- Continued work to revise and secure approval of any new or revised field policies.
- Began establishing procedures for out-of-state field placements.
- Developed on campus 3 day orientations and training for students.

GOALS FOR NEXT PERIOD (10.20.14-11.30.14)

- Complete Program Evaluation Process.
- Complete development of third batch of courses.
- Continue course development on the fourth batch of courses.
- Review and have final sign off on courses to be delivered Winter 2015.
- Continue to partner with the Office of Academic Innovation for any faculty support needs during the delivery of the two Fall 2014 courses.

OPEN ISSUES

- None.

KEY DECISIONS

- Finalized budget allocations.
- Hired ongoing Program Coordinator.

LEAD: Sarah Bradley, Assistant Professor, School of Social Work

PROJECT MANAGER: Samad Hinton

COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners

PROGRESS

www.pdx.edu/oai/provosts-challenge
#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

**ACHIEVEMENTS THIS PERIOD (4.28.14-6.1.14)**

- Continued with development of second (SW 520) and third batches (SW 550, SW 551, SW 511, SW 530, SW 510) of course development with the Office of Academic Innovation (OAI).
- Finalized list of electives to be designed for online delivery (original list has changed due to curricular changes).
- Worked to finalize resource allocation plan for year two.
- Started process of revising and securing approval of any new or revised MSW Program and field policies related to the MSW Online Program.
- Started work to establish procedures for Oregon field placements.
- Welcomed all students who accepted offer of admission.
- Completed orientation of all students admitted to the MSW Online Program.
- Developed Online Communication Mechanism on D2L for all students admitted to the MSW Online Program.

**GOALS FOR NEXT PERIOD (6.2.14-10.19.14)**

- Complete first, second and third batches of course development.
- Initiate fourth batch of course development.
- Finalize resource allocation plan for year two.
- Continue work to revise and secure approval of any new or revised field policies.
- Begin establishing procedures for out-of-state field placements.
- Develop on-campus 3 day orientations and training for students.
- Welcome first cohort!
- Begin delivering first online courses - Fall 2014.

**OPEN ISSUES**

- None.

**KEY DECISIONS**

- None.

**PROGRESS**

[Progress indicator]

**LEAD:** Sarah Bradley, Assistant Professor, School of Social Work

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** School of Social Work, Office of Academic Innovation and Community Partners
PROJECT STATUS: On Schedule

April 2014

#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (3.10.14-4.27.14)

- Continued with first batch of course development (SW 540, SW 532, SW 539, SW 541) with the Office of Academic Innovation (OAI), which is on track to be complete by June 2014.
- Began course development for second and third batches.
- Continued work between OAI and individual faculty to develop teaching and learning plans, and any multimedia elements.
- Started identifying faculty to participate in next phase of course design work.
- Secured approval of course agreements.
- Finalized detailed work outline.
- Reviewed all of the School of Social Work (SSW) policies, to identify needed revisions and any new needed policies.
- Reviewed all of the field policies, to identify needed revisions and any new needed policies.
- Created Desire2Learn orientation and communication “course” for newly admitted students.

GOALS FOR NEXT PERIOD (4.28.14-6.1.14)

- Continue with development of second (SW 520) and third (SW 550, SW 551, SW 511, SW 530, SW 510) batches with OAI.
- Finalize list of electives to be designed for online delivery (original list has changed due to curricular changes).
- Finalize resource allocation plan, in terms of resources to coordinate project in year two.
- Start process of revising and securing approval of any new or revised SSW and field policies.

KEY DECISIONS

- Change request was approved that enables project to finish course development by June 30, 2015.

OPEN ISSUES

- None.

LEAD: Sarah Bradley, Assistant Professor, School of Social Work

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners

www.pdx.edu/oai/provosts-challenge
#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

**PROJECT STATUS:** On Schedule

March 2014

**ACHIEVEMENTS THIS PERIOD (2.3.14-3.9.14)**

- Finalized common multimedia and design elements across courses, including selection of technology-based activities.
- Finalized course blueprints for SW 540, SW 532, SW 539 and SW 541. This included completion of teaching and learning plans, weekly module overviews and detailed work/production planning for each course.
- Began production of the above courses with OAI staff, which included creating and applying a MSW master course template, and scheduling production meetings with faculty for course building and multimedia production.
- Revised course agreements and distributed to faculty course developers for their approval.
- Completed large group trainings for faculty and staff on screen capture and video technology.
- Created mitigation plan for addressing how a faculty member’s appointment as the new School of Social Work Dean will change course development.
- Addressed budget discrepancies and developed a budget template for ongoing fiscal management.

**GOALS FOR NEXT PERIOD (3.10.14-4.27.14)**

- Finish course production and preliminary review for SW 540, SW 532, SW 539, and SW 541.
- Begin course planning for SW 520, SW 550, SW 551, SW 530, SW 510 and SW 511.
- Continue work between OAI and individual faculty to develop teaching and learning plans, and any multimedia elements.
- Finalize plans for any program-wide resources that need to be delivered by June 15, 2014.
- Identify faculty to participate in next phase of course design work.
- Finalize list of electives to be designed for on-line delivery (original list has changed due to curricular changes).
- Secure approval of course agreements.
- Finalize detailed work outline.
- Finalize resource allocation plan, in terms of resources to coordinate project in year two.

**OPEN ISSUES**

- Project team and OAI will need to continue work to accelerate development of courses in Spring 2014.

**KEY DECISIONS**

- Change request was approved that enables project to adjust course development effort such that project will finish by June 30, 2015.

**LEAD:** Sarah Bradley, Assistant Professor, School of Social Work

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** School of Social Work, Office of Academic Innovation and Community Partners

[www.pdx.edu/oai/provosts-challenge](http://www.pdx.edu/oai/provosts-challenge)
PROVOST’S CHALLENGE

PROJECT STATUS: Schedule at Risk
February 2014

Schedule is at risk as described in “Open Issues,” below.

#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)

- Clarified expectations around course blueprints with Office of Academic Innovation (OAI) and conveyed to all involved faculty.
- Completed a course blueprint for SW 540 and started development of the course, in partnership with OAI.
- Completed course blueprint for SW 532 and SW 539 and sent to OAI.
- Met with OAI to identify common design elements across courses.
- Purchased technology to enable faculty-led creation of course videos.
- Created clarity on past expenditures in order to create a resource allocation plan for the remainder of the project.
- Finalized Project Management Plan.
- Completed initial draft of work outline with milestones.
- Developed sustainable budget model for the implementation of on-line MSW program.

GOALS FOR NEXT PERIOD (2.3.14-3.9.14)

- By working with OAI, finalize: common multimedia and design elements across courses, including selection of technology-based activities.
- Start development of additional courses with OAI, including completion of course blueprints (work/production plan for each course), and one-to-one meetings between School of Social Work faculty and OAI instructional designer(s).
- Conduct trainings for faculty on screen capture and video technology.
- Finalize resource allocation plan, in terms of resources to coordinate project in year two.
- Finalize detailed work outline with time-lines.

OPEN ISSUES

- Project team and OAI will need to work quickly to create clarity on requirements, timing for course redesign and course redesign itself.
- Project team is working to create a mitigation plan to address how a faculty member’s appointment as the new School of Social Work Dean will change course development, as she had planned to play a significant role in course development.

LEAD: Sarah Bradley, Assistant Professor, School of Social Work

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners

www.pdx.edu/oai/provosts-challenge
#91 On-line Master of Social Work Degree with Specialization in Community and Leadership Practice

Take an existing three-year Master of Social Work degree and put it on-line, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

ACHIEVEMENTS THIS PERIOD (11.15.13-12.15.13)

- Convened a November 2013 workshop in partnership with the Office of Academic Innovation that reviewed universal design standards for all courses and presented selected course modules from two courses to faculty and Office of Academic Innovation (OAI) designer for feedback.
- Continued development of 6 courses, 4 of which will be delivered in 2014-15 academic year.
- Meeting with Project Mgr, OAI, and Project Lead 11/22/13 to clarify roles and processes for the course design process.
- Submitted faculty content template for SW 540 to OAI on 11/27/13 to begin the design and production phase.
- Met with faculty designing SW 540 and OAI on 12/13/13 to begin design and production process.
- Meeting between OAA and SSW staff to review budgetary processes 12/6/13.
- 14 hour workshop for new faculty developing courses and a multimedia overview by OAI, 12/9-12/11/13.

GOALS FOR NEXT PERIOD (12.15.13-2.2.14)

- Begin faculty content development of 3 additional courses, 2 of which will be delivered in the 2014-15 academic year.
- By working with the Office of Academic Innovation, finalize common multimedia and design elements across courses, including which technology-based activities will be developed and used.
- Submit 5 additional course content templates to OAI and begin one-to-one meetings between School of Social Work faculty and Office of Academic Innovation designer to create plans for course development and multimedia design.
- Courses will move into the course production process once blueprints are finalized.
- Finalize Project Management Plan.
- Finalize detailed work plan and timeline.

KEY DECISIONS THIS PERIOD (11.15.13-12.15.13)

- None.

OPEN ISSUES

- None.

LEAD: Sarah Bradley, Assistant Professor, School of Social Work

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Social Work, Office of Academic Innovation and Community Partners
#91: Online Master of Social Work Degree with Specialization in Community and Leadership Practice

*Take an existing three-year Master of Social Work degree and put it online, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rural.*

**Project Status:** On Schedule

<table>
<thead>
<tr>
<th>Achievements this period (5.2013-11.15.13)</th>
<th>Goals for next period <em>(11.16.13-12.15.13)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>● Project has made important progress in planning and beginning the mapping of course content.</td>
<td>● Finalize common multimedia and design elements across courses, including which technology-based activities will be developed and used.</td>
</tr>
<tr>
<td>● In July 2013, faculty working on the first round of courses participated in a weeklong workshop, with support from the Office of Academic Innovation, to understand best practices in online learning and begin mapping content.</td>
<td>● Begin one-to-one meetings between School of Social Work faculty and Office of Academic Innovation designer, to create plans for course development and multimedia design.</td>
</tr>
<tr>
<td>● Since the July workshop faculty have worked on course mapping and design for 6 courses, presenting preliminary results in September, and final presentations of some modules at a November 14th workshop.</td>
<td>● 6 courses will move into the course production process once blueprint finalized</td>
</tr>
<tr>
<td>● Policies around admission criteria and processes have been completed.</td>
<td>● In mid-December, project will have another three-day workshop for new faculty developing additional courses.</td>
</tr>
<tr>
<td>● Draft budget and management structure to sustain program has been developed.</td>
<td></td>
</tr>
<tr>
<td>● Draft of common course design elements and common expectations of faculty teaching online have been developed.</td>
<td></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>● Courses will move into production when a course blueprint is finalized.</td>
<td>● None at this time.</td>
</tr>
</tbody>
</table>

**Lead:** Sarah Bradley, Assistant Professor, School of Social Work

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** School of Social Work, Office of Academic Innovation and Community Partners