

Outline of Processes for the Class of 2008 Web Portal Pilot Program Orientation & First-Year Programs

ONE: Identified Needs

- First-years needed a campus-wide means of building community with one another
- Information needed to be more centralized and readily available, particularly from the time the students confirmed admissions to orientation.
- On-going information determined by the developmental needs of students during their first year needed to be presented to students in a timely manner.

TWO: Built Capacity

Planning

- Developed mission, vision, goals, and objectives
- Developed relationships and gained input with stakeholders: The Office of the Executive Vice President and Provost, all freshman admitting colleges, Housing & Residential Life, University Relations, Academic and Distributed Computing Services (ADCS).
- Listened to the needs of students as we developed the portal.
- Determined portal features that would enhance the students' experience.

Development

- Developed portal content that reflected the objectives and goals of the project were then generated and a timeline for presenting the topics based on general first-year students' developmental needs was developed.
- Worked closely with University Relations and ADCS to develop portal features that are specific to the individual student (e.g, Course schedule, link to a map of classroom buildings from course schedule, link to textbook information of courses, faculty name and contact information [including a link to email], advisor name and contact information [including a link to email], etc.).
- Developed processes for content providers and updaters in freshman-admitting college, housing, and Orientation & First-Year Programs to provide content on the portal.

Implementation

- Educated the campus community regarding the class portal assisted in marketing the portal to first-year students and increasing the effectiveness as an educational tool.

- Provided avenues to share information between all stakeholders was imperative for a successful project. Meetings, group emails, and other forms of communication were established.
- Trained on the process to update information on the portal and capability to view other colleges' information was implemented. Training on basic HTML and portal updating were provided for all content providers. Each freshman- admitting college, Housing & Residential Life, and OFYP needed to establish workflow processes to provide content and update the portal.
- Gained consistent feedback and assessment was crucial during all stages of the overall project.
- Provided venues for all stakeholders to give input was established and implemented.

THREE: Assured Sustainability

Marketing

- Implemented many procedures to raise awareness about the portal to first-years and campus constituents, for example gave many presentation, integrated in the orientation, produced printed information, advertised in Daily and Coffman, etc.

Staffing

- Reassigned staff responsibilities in OFYP to enhance workflow.

Budgeting

- Budgeting line was determined to address marketing and staffing needs.

Evaluation

- Constant and consistent evaluation procedures were developed and implemented to gain insight from users and other stakeholders.