

Spring 2016 eP Planning

eP3

- Payne's office sent out CFP: [email](#)
 - [Applications](#)
 - By the end of the week, if we need more applicants, tap our eP advocates and committee, past cohort members
 - Reach out to Counseling and Human Services - Worth is going to reach out to Mark Rehfuss
 - Reach out to Jenn Sloggie Pierce and invite her to eP3
 - Reach out to Doug Owens (Chair) and invite him to eP3
- Confirmed Speakers: Remica (Monday, Friday); Gary Beck and Allison Lietzenmayer (Wednesday)
 - Approach Betty Rose for Friday
- Need to order food - Dunbar
- [Revised Agenda](#): In Progress
- Gornto 101 is confirmed for Monday, May 9th – 10:00am-12:00pm. Attendees can register online using the CLT Events Calendar: <http://tinyurl.com/jsyj4ou> or <http://clt.odu.edu/facdev/calendar.php>
- Admin table; Thursday workshop with Liz - create a survey to see who will come?
 - Half day retreat with admin later in the summer
 - Give them homework - developing their own archive
 - Resources?
- Next round, perhaps invite **Candice Reynolds** as speaker (wrote book on eP and Integrative Learning)
- Would Liz be willing to do a series of Screenside Chats
 - how much would it cost for her to come chat with us for about 15 minutes in the Fall on topics (best practices for large groups, etc)

ODU Peer Institution

The Virginia State Council for higher education lists the following as peer institutions for ODU: CLEVELAND STATE UNIVERSITY(OH) FLORIDA INTERNATIONAL UNIVERSITY(FL) GEORGIA STATE UNIVERSITY(GA) KENT STATE UNIVERSITY-MAIN CAMPUS(OH) NEW MEXICO STATE UNIVERSITY-MAIN CAMPUS(NM) OAKLAND UNIVERSITY(MI) OKLAHOMA STATE UNIVERSITY-MAIN CAMPUS(OK) OLD DOMINION UNIVERSITY(VA) TEMPLE UNIVERSITY(PA) THE UNIVERSITY OF ALABAMA(AL) UNIVERSITY OF DAYTON(OH) UNIVERSITY OF LOUISVILLE(KY) UNIVERSITY OF MAINE(ME) UNIVERSITY OF MASSACHUSETTS-LOWELL(MA) UNIVERSITY OF OKLAHOMA NORMAN CAMPUS(OK) UNIVERSITY OF RHODE ISLAND(RI) UNIVERSITY OF SOUTH ALABAMA(AL) UNIVERSITY OF SOUTH FLORIDA(FL) UNIVERSITY OF TENNESSEE(TN) UNIVERSITY OF WISCONSIN-MILWAUKEE(WI) WAYNE STATE UNIVERSITY(MI) WEST VIRGINIA UNIVERSITY(WV) WESTERN MICHIGAN UNIVERSITY(MI) WICHITA STATE UNIVERSITY(KS) WRIGHT STATE UNIVERSITY-MAIN CAMPUS(OH)

source: http://roie.schev.edu/four_year/ODU/listpeers.asp

Funding

AAEEBL

- We need to
 - Register 90 days in advance with Dunbar, confirm;
 - set up hotel (done but we have a King and a roll away for each), and flights
 - Brian, Deri, Dan,

Raters: 4 pairs of 2, \$300 each (3k for two days)

- **When:** May 10-11, 2 days, 9-3 or 4
- **Where:** **Library Instruction Room 1306** with study room for food
- [Email for raters](#)
- Jamie Henthorn (00902865), Sherie Mungo (00115854), Chvonne Parker (00447359), Dan Cox (00524228), Megan McKittrick (00673616), Megan Boeshart Burelle (01028792), Megan Weaver (01024265), Laura Buchholz (00681028)

Lisa Dunbar will look into Digital Coaches coming as support

Sarah Carl -

Assessment:

- Status of Data Selection: It looks like we have 85 completed artifacts pulled and 70ish left to go. Assuming the remaining courses have completion rates similar to Sam's (with MET440 being the exception), we should be able to hit our goal of 120 artifacts
- Update from Fred Dobb's interviews:
 - Let me update you briefly on the upcoming data analysis from my interviews with twenty eP practitioners on campus. After speaking with Tancy Vandecar-Burdin in SSRC, I've dropped the idea of a spreadsheet and explored two options she suggested. The first is to write out all responses to questions asked of each person interviewed; please find attached examples for Remica Bingham-Risher and Lindsay Usher. The second option is to collate—by question--responses from all those interviewed. The attached example is simple; it's for the question, "In which courses do you use ePs?" I've sorted the response by initials of those interviewed. Tisha likes the second option, so I'll move forward to transcribe the data in that fashion.

P&T template - in process

- <http://sites.wp.odu.edu/pttemplate/>
 - My feedback - it looks good, though with the suggestions all on a single page, we may add some language about either put all content on the single page or creating additional pages, with links to "How To"s?

- We need on the front page language describing how they make the site private (adding reviewers in the dashboard or password protecting)
- Can they lock the website so that it is guaranteed that they are not changing it after submission time?
- Dan develops, Deri models
- Yvonne, Dave Hamel meeting
- Dale Miller - faculty fellow for P & T - reach out to him to let him know we're working on it

Information Session Attendance

- 39 RSVPed
- [Number of participants](#)
- Need to send out Call for Participants
- Questions - eP course designation

April Newsletter

March Screenside Chat

- Betty Rose Facer, Michelle Carpenter, Barbara Giaquinto, Orlando Ayala, Rachel Schroeder, Fred Dobbs, Brian Kurisky, Deri Draper, Dan Cox, Jesse Richman
- TAs for big courses implementing ePs?
- More communication needed to convey what infrastructure exists
- Could digital coaches come to the eP classes on a rotating schedule (once a week, every 2, etc, to support the students - i.e. if students won't go to them, the mentors come to the students)
 - Attached to specific courses, go to class once or twice a month
 - Meet with instructor in advance to read syllabus and assignments
 - Can design tutorials in advance

P&T template - in process

- Month Dan develops, Deri models
- Yvonne, Dave Hamel meeting
- Dale Miller - faculty fellow for P & T - reach out to him to let him know we're working on it

In Department Movements

- Speaking with COMM today - Alison Lietzenmayer
- Chad Wiener from Philosophy
- English Department - WPA change - Jen Sloggie-Pierce has already reached out

eP3

- [Revised Agenda](#)
- Liz Clark Meeting - Houston, later this week
- CLT Wordpress Workshop Monday before
- Admin table(s) - 8

[Assessment](#) - [Data Curated](#)

Focus Group

[Fall Survey: Frequency Analysis](#)

Summit: [Agenda and Instructions](#); [Instructions for pulling samples](#)

- **When:** May 10-11, 2 days, 9-3 or 4
 - **Where:** **Library Instruction Room 1306** with study room for food
 - **Who:**
 - **Raters:** 4 pairs of 2, \$300 each (3k for two days)
 - [Email for raters](#)
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 - **Moderators:**
 - Workshop Facilitators (Megan/Deri) and Worth/ Tisha
 - **Meals:** coffee/tea/water, bagels/fruit; lunch - wraps
-

1. [eP Report for Provost](#)
2. [Brian Payne email announcement](#) with [interest form](#)
 - a. March 23 or April 11, Burgess Room, 9024 BAL, 12:00pm - 1:00 pm.
 - b. [Responses: 32!](#)
 - i. **March attendees**
 - c. Catering: Classic Boxed Lunch (4 – turkey, 2 – ham, 2 – roast beef, and 1 – vegetable). Beverages: iced tea, lemonade, and/or water which comes in pitchers with cups and ice.
 - d. [Remica shared the IDW list](#), saying many of them were interested if we'd like to target them directly
 - e. Christy Low (Distance Learning): I've shared some info ePortfolio info with the Cyber Security faculty that I am working with and there appears to be an interest with incorporating the ePortfolio into their program (I think it was the comment I made to them about graduate certificate programs using an ePortfolio...Personally, I think their program is well-suited for this activity...)
 - f. Kirk Dewyea (Distance Learning): Thank you for hosting the “eP3: Process, Praxis, and Production” yesterday. I am very excited about supporting the ePortfolios project. I also teach Student Development within the Virginia Community College System and use the ePortfolio as the central project of that class. One of the challenges I face as a faculty member is spending a lot of time getting the students' tech skills up to speed. Here at ODU, ODU Online is currently developing blackboard communities for all online students. Within these communities students will be “on-boarded” to the university and begin

working with their student success advisors. Part of the on-boarding process is assessing and developing computer literacy to prepare them for the base line expectations of their faculty. I also see, as Brian shared in his experience, the value of the ePortfolio in the advising process.

g.

3. **CHIP Assessment GA**

a. Possibly work with Qualitative Research Methods in Education

4. **Wordpress/Digital Coaches Supervisor Position**

a. Contacted Dunbar to get his pay started (1k for 5 hours)

b. Summer GA role?

c. We need to clarify his role

i. What do we want him to do this semester vs the future

ii. Create process for assigning priority; I'd like something similar to the Digital Coaches "Request an Appointment" button

1. Look at pre-existing ODU themes with minor changes = few changes; you can request ITS upload a theme that isn't currently on there for alteration. For this semester, 2 weeks min; in the full when full GA, 1 week per template draft

2. If they want someone to do a whole new template, that becomes something they pay for OR we make an argument either for a full position or more GAs

iii. Process

1. Prior to the button creation: contact Megan

2. Respond with **Google Form**

3. Set up Meeting with Coordinator and Digital Support GA to go over form and template requests

4. About 1-2 weeks for building

5. Share the template, garner feedback

6. Meet once more

7. Implement

8. Assess via end of semester survey/ focus groups?

9. Make any changes to the template that are necessary

d. **Weekly:**

i. Dan: eP3 things from 1 pm - 3:30 pm every Monday for the rest of the semester.

ii. From our previous conversations, I'll also be concentrating on re-tooling my models for the Music pilot and preparing materials for future videos/resources on WordPress

e. **Events:**

i. CLT workshop on Friday, 18 March (Wordpress, Beyond the Basics) and the Digital Coaches' workshop on 19 April (Layout, Navigation, and Aesthetics of ePortfolios). If I can, I'm going to try to attend CLT's

upcoming workshop to get a copy of their materials and hear what problems people are facing and how CLT is helping them.

f. Special Projects

- i. security of eps: how easy is it for faculty to secure on Wordpress for tenure and promotion - **have Dan build a prototype for Promotion and tenure**
- ii. look for examples of how other schools use ep for p and t
 1. I housed the entire tenure eportfolio on my designated faculty server space that the College provides to all faculty; password-protected the entire eportfolio and created a database of usernames and passwords. This database enabled only specific individuals including Tenure Committee members, the Dean, and etcetera (each with their own username and password) to access and view the eportfolio through a provided link.
 2. The tenure file had to include academic transcripts and administrative evaluations of my teaching and job performance, so it had to have some privacy protections placed on it for confidentiality purposes. Password-protecting the eportfolio in this way gave it some security
 3. **Evaluation Rubric:** Despite the numerous constituents that review tenure files, no official evaluation rubric exists at the College for either print or eportfolio formats. Tenuretrack faculty often receive little feedback about their dossiers unless some element is missing. Ideally, the College's Tenure Committee could create a rubric of evaluation that would provide detailed criteria, rating scales and guidelines (Lin, 2008) for both formats.
 4. "Creating a common evaluation rubric and allowing for online commentary about an individual's progress could change the whole tenure eportfolio review and evaluation process by making it more of a collaborative, collective, and transparent effort."
 5. "Hewett (2004) describes most portfolios as being three separately distinct types: a summative, reflective, or a showcase tool. A tenure eportfolio, however, does not necessarily fit into one of these separate categories. All three functions can be represented in one eportfolio and play an important role towards promotion"

Possible template for P&T

The navigational menu across the top of the portfolio has the following structure:

Profile:

- CV
- Executive Summary
- Letters of Support

Teaching:

- Teaching Philosophy
- Teaching Portfolio
 - Student Evaluations
 - Grade Distributions
 - Selected Course Materials
 - Additional Documentation

Scholarly/Creative:

- Personal Statement
- Publications (Internal/External)
- Conferences
- Grants (Internal/External)

Service:

- Personal Statement
- Committees
- Advising
 - Undergraduate
 - Graduate (Thesis/ Dissertation Mentoring)

Awards

- Publication
- Teaching
- Service
- Special Recognition (Keynote, Invited, etc)

Post-Submission Materials:

-(no submenu)

Evaluations:

-This has sections for each evaluator/committee that reviews the candidate's file

5. [March Newsletter](#)
 - a. Look over faculty comments
6. Screenside Chat for March: [Doodle](#)
 - a. Zoom purchased: ldunbar@odu.edu / Academicenhancement16!
 - b. March 30 at 4
7. Follow up with Dave Hamel about adding the Google Drive as a direct link in the right menu of MyODU Portal
8. [Assessment](#) - [Data Curated](#)
[Fall Survey: Frequency Analysis](#)

- a. Summit: [Agenda and Instructions](#)
- **When:** May 10-11, 2 days, 9-3 or 4
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 - Moderators:**
 - Workshop Facilitators (Megan/Deri) and Worth/ Tisha
- **Meals:** coffee/tea/water, bagels/fruit; lunch - wraps
- **Material:** **Google Drive** with student material loaded, numbered, scrubbed
 - 1/3 of available documents
 - Deri's GA and possibly Payne's:
 - set up initial upload session to do the upload following Spring Break
 - Series of questions to conclude with discussion
 - Take notes

Faculty Focus Groups

- Faculty Writing Studio
- Lisa wants to say something prior to each
- [Moderator Guide](#)
 - March 22nd: Chad Wiener (accepted), Sylvie Shapero (accepted - confirmed by private email), Rachel Schroeder (tentative), Betty Rose Facer (tentative), Carla Harrell (Accepted)
 - March 23rd: Vukica Jovanovic (Accepted), Yvette Pearson (will arrive around 1:15), Orlando Ayala (Accepted), Kim Sibson, Christina Steel, Beth Vincelette (accepted)
- [Workshop Agenda Reminder](#)

8. Marketing

- [Shanna's Drafts](#)
- [Content so far](#)

9. May eP3

- Deri has confirmed Liz Clark as our speaker
 - Wed and Friday
 - comes in Tuesday evening/ leaves Friday afternoon or Saturday morning
 - send her the current version of the agenda - gather her feedback on how to work her in
 - Send her a **packet** on eP, CHIP, and ODU in general
 - invite all of the cohorts for a larger talk on Thursday for a lunch and learn on eP trends

- schedule time for her to meet with higher ups, ep council, high impact practice folks/ digital coaches/ last year's ILD contingent, writing committee
- Remica agreed to come speak about ePs in her class Monday; IDW on Friday

Admin - sit in at least day 1, opt to sit in on the other two

Have them go home, create a google doc, guide them through thinking how they could use it, what their support/infrastructure would need, find examples from other programs

Budget Plan

The budget covers the cost of:

- workshop participants (currently set at 20)
- workshop designers and facilitators (6)
- food for both workshop participants and facilitators (26 total)
- assessors for two days of assessment
- food for designers and facilitators (4) and assessors for two days

Budget Item (equipment, personnel, software, etc.)	Qty	Total Cost	Source of Funds	Require d Funds
Workshop Participants, \$500 each	22	\$6,000		\$6,000
M, T, & W breakfast, \$25/day <ul style="list-style-type: none"> ● \$10 breakfast per diem ● \$15 lunch per diem 	31x3 days	\$2,325		\$2,325
Workshop Facilitators: Deri Draper, Megan Mize			Faculty Salary	
Workshop Facilitator: Liz Clark Staying with Deri Flight and Presenter cost?	1	\$3k - Speaking Travel -	Academic Enhanceme nt	
Workshop Facilitator: Sarah Carl, Dan Cox (English MAs), \$250 each	2	\$500		\$500
Digital Coaches	2	n/a	Academic Enhanceme nt	
Lunch & Learn Speakers <ul style="list-style-type: none"> ● Dan Richards ● Remica 	3	Swag/ Thank you Card		
Assessors, \$300	8	\$2,400		2,400
Food for Assessment Day x9 participants x2 days <ul style="list-style-type: none"> ● \$10 breakfast per diem ● \$15 lunch per diem 	9	\$450		\$450
	In-Kind Funds	\$12,275	Required Funds	\$12,275

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9. [AAEEBL Proposal](#) by Feb 15 - extended to March 4
 - a. has been updated to reference assessment methods more
 10. [PFF Presentation to grads](#)
 11. Digital Coaches conversation: meeting with coaches about other tools they could train on - marketing - would be worth meeting with them to get their input
 - a. CHIP Pinterest board of digital tools
 12. [Brian Payne email announcement](#) following Spring Break
 13. [CHIP Assessment GA](#)
 14. [Wordpress/Digital Coaches Supervisor Position](#)
 - a. Contacted Beth
 - i. Beth's response: I've worked this out with Dan so we can have the best of both worlds. I'm sure Dan can figure out how to do it so our students are best served, plus we all get Dan's expertise. It's a good idea, all around. We need more Dans.
 - ii. I asked Dan for clarification of this arrangement: "I am sitting with Beth right now. I've told her that it will be three of my flex hours (my WC-related project time) and two of my current work hours.

Since I've been working what is "overtime" (extra hours per week), I'll be using those for this. That will be 12pm - 3 pm on Mondays, with extra on Wednesday and Thursday as meetings dictate."
 - iii. **How do we pay him the additional funding for his 5 hours?**
 - iv. **1k**
 15. [March Newsletter](#)
 - a. Get rid of Open Labs; lean on Screenside Chat?
 16. Screenside Chat for March: [Doodle](#)
 - a. How do I request adding the Google Drive as a direct link in the right menu of MyODU Portal
 - b. Make fully online?
 - c. Zoom purchased: ldunbar@odu.edu / Academicenhancement16!
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 - eP council?

- **Moderators:**
 - Workshop Facilitators (Megan/Deri) and Worth/ Tisha
- **Meals:** coffee/tea/water, bagels/fruit; lunch - wraps
- **Material: Google Drive** with student material loaded, numbered, scrubbed
 - 1/3 of available documents
 - Deri's GA and possibly Payne's:
 - set up initial upload session to do the upload following Spring Break
 - Tweak VALUE Rubric
 - Setup VALUE Rubric in Qualtrics
 - Series of questions to conclude with discussion
 - Take notes

Faculty focus group

- Moser: SSC Conference Room or Writing Studio
- [Moderator Guide](#)
- Weeks after spring break; either the week of 3/14 or 3/21
- Create Doodle poll for Worth and Tisha's availability then send poll to focus group participants.
 - list of invitees shared with Moser
- Faculty Feedback from this [survey](#)
 - Frequency Analysis - use their tools
 - Thematic Analysis of open ended content (Other)

8. Marketing

- [Content so far](#)
 - sent to Shanna
- eP Marketing Sessions
 - 3/23 (12-1); 4/11 (12-1): Burgess Room Reserved (thank you, Lisa)
 - [Email from Provost's office](#), following Spring Break

9. May eP3

- Deri has confirmed Liz Clark as our speaker
 - date? Wed and/ or Friday
 - comes in Tuesday evening/ leaves Friday afternoon or Saturday morning
 - send her the current version of the agenda - gather her feedback on how to work her in
 - Send her a **packet** on eP, CHIP, and ODU in general
 - invite all of the cohorts for a larger talk on Thursday for a lunch and learn on eP trends
 - schedule time for her to meet with higher ups, ep council, high impact practice folks/ digital coaches/ last year's ILD contingent, writing committee

ePortfolio Committee Meeting

Wednesday, March 2, 2016 at 2:00pm

Agenda:

- 1. Update on winter eP3 workshop**
- 2. ILD updates and progress of plan**
- 3. eP assessment and evaluation-- Fred's Presentation**

- 4. Progress report - University Strategic Plan**
- 5. Faculty involvement in eP activities**
- 6. CLT Summer Institute**

Faculty Communication ePortfolio Workshop!

- b. April 1, 10-3, BAL
 - c. hands on work with your own ePortfolio, or perhaps one for your class
 - d. Offer a stipend
 - e. To prepare— please have access to an electronic copy of your CV, and directions/assignment sheets for 1-2 writing or performance assignments (with rubrics, if applicable) that you normally give.
 - f. Run by Alison, Gary, Carla, and Shyla
 - g. <http://commonlinetraining.wix.com/commeporfolioodu>
18. [CHIP Assessment GA](#)
 19. [Wordpress/Digital Coaches Supervisor Position](#)
 - a. Need to contact Beth
 - b. Already talked to Dan; he's contacted her to give her a heads up
 20. Daniel Greenwood from CLT will be setting up/running a Wordpress Workshop for our faculty prior to eP3 - waiting on date
 - a. Spring Brennan
 21. Screenside Chat for March: [Doodle](#)
 - a. Feb Screenside: Lea Lee, Silvana Watson, Tim Anderson, Gary Beck, Betsy Kennedy, Lisa Morin, Deri, Dan, Megan
 - i. How do I request adding the Google Drive as a direct link in the right menu of MyODU Portal
 - b. Make fully online?
 - c. Bring in questions/experiences raised in Newsletter
 - d. Screenside Chat Agenda
 22. Faculty focus group

- Moser: SSC Conference Room or Writing Studio
 - [Proposed Questions](#)
 - Weeks after spring break; either the week of 3/14 or 3/21
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23. [AAEEBL Proposal](#) by Feb 15 - extended to March 4

24. Faculty Communication ePortfolio Workshop!

- a. April 1, 10-3, BAL
- b. hands on work with your own ePortfolio, or perhaps one for your class
- c. Offer a stipend
- d. To prepare— please have access to an electronic copy of your CV, and directions/assignment sheets for 1-2 writing or performance assignments (with rubrics, if applicable) that you normally give.
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25. [CHIP Assessment GA](#)

26. [Wordpress/Digital Coaches Supervisor Position](#)

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 - b. Already talked to Dan; he's contacted her to give her a heads up
27. Daniel Greenwood from CLT will be setting up/running a Wordpress Workshop for our faculty prior to eP3 - waiting on date
- a. Spring Brennan
28. Nancy Klein (graduate director)/ Doug Owens (undergraduate director) - good meeting; graduate capstone course - we're discussing ways of using the two programs to help each other

- a. followed up with newsletter/ coaches flier
- b. Doug will apply for May eP3

29. Moser working on logistics of assessment/ attend Worth meeting

30. Screenside Chat: [Doodle](#)

- a. 20 responded; Thursday the 18th at 5 is looking like the winner
- b. Faculty Studio Reserved - **ANNOUNCED**
- c. Bring in questions/experiences raised in [Newsletter](#)
- d. [Screenside Chat Agenda](#)

31. [Assessment](#) - [Data Curated](#)

- a. Assessment Summit
 - **When:** May 10-11, 2 days, 9-3 or 4 (maybe a Friday/ Saturday?) - aim for May (save room from 8-5 both days)
 - **Where:** **Library Instruction Room 1306** with study room for food
 - How many reviewers? How much can we pay them?
 - 15k budget for Gen Ed Assessment; 12-16 **Raters:** \$750
 - Lisa says 10 raters, \$500 each
 - Gathering Raters them?
 - [Email for raters](#)
 - English Studies PhDs, Education, other grads
 - Jamie Henthorn, Sherie Mungo, Chvonne Parker, Matt Beale (already expressed interest)
 - Moser could share with her grad course;
 - English Studies PhDs, Education, other grads?
 - can we ask the eP council?
 - **Moderators:**
 - Workshop Facilitators (Megan/Deri) and Worth/ Tisha
 - **Meals:** coffee/tea/water, bagels/fruit; lunch - wraps
 - **Blackboard Site** with student material loaded, numbered, scrubbed
 - 1/3 of available documents
 - Ask to use Deri's GA to do the upload - send over to Assessment to be shown how to do it
 - Set up meeting with Worth and all to discuss this process: sampling, scrubbing
 - Series of questions to conclude with discussion
 - Take notes
- Faculty focus group
 - Moser: SSC Conference Room or Writing Studio
 - [Proposed Questions](#)
 - shared with Worth
 - Weeks after spring break; either the week of 3/14 or 3/21
 - Create Doodle poll for Worth and Tisha's availability then send poll to focus group participants.
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- [Email from Provost's office](#), following Spring Break

2/9/16

1. Summer Institute same week as eP3 currently

- May eP3 : 16, 18, 20 - rooms already reserved
- CLT 17, 18: but! we could encourage them to go Tuesday and we could incorporate some of the Summer Institute into eP3, esp if there is a digital poster session with ePortfolios present
- Marketing Sessions
 - I will walk over to Burgess Room to reserve
 - Suggestions for days and times? How many do we want to do? 2?
 - When would we like to send out the Call for Applicants?
 - Brian K. can't select an LC group to invite until those appointments are confirmed, but he does have a group who have expressed interest to pick from

2. [Initial survey](#) regarding Spring 2016 implementation

- Shared
- [Responses/ Spreadsheet](#)
 - 25 responses; 8 are returning from the May 2015 cohort!
 - Dec cohort who did not respond: Tim Anderson, Suzanne Morrow, Alla Zareva

Dec. 2015 Cohort

Anderson	Tim	Communication and Theatre Arts
Beck	Gary	Communication
Bingham-Risher	Remica	IDW/English/Academic Affairs
Carpenter	Michelle	Marketing
Fowler	Kathleen	Eng/ids
Giaquinto	Barbara	Communication Disorders and Special Education
Hill	Laura	Human Movement Sciences/Exercise Science
Kennedy	Betsy	Human Movement Sciences
Lee	Lea	Teaching & Learning
Luo	Tian	STEMPS
Morin	Lisa	Communication Disorders and Special Education
Morrow	Suzanne	Psychology
Popescu	Otilia	ET
Richman	Jesse	Political Science and Geography

Slater	Lee	Foreign Languages and Literatures
Sparkman-Key	Narketta	Counseling and Human Services
St. John	Burton	Communication and Theatre Arts
Stefaniak	Jill	STEM Education & Professional Studies
Watson	Silvana	CDSE
Zareva	Alla	English

3. Screenside Chat

- [Doodle](#)
- Speaker?

4. Feb. [Newsletter](#)

- waiting to hear back about digital coaches workshop schedule

5. [Assessment](#)

- [Materials](#) shared with us; I've nudged Betty Rose, Vukica, and Chad, just got UNIV 150
- Set up meeting with Worth/ Tisha (hopefully next week)
- Set up assessment summit
- Set up faculty focus group
 - Faculty Feedback from this [survey](#) (research)
 - "Regarding setting up the FG, we suggest one of the weeks after spring break; either the week of 3/14 or 3/21."
- For big group; lift some themes from feedback on workshops and implementation for discussion

6. [Teach with Tech Award](#):

- Missed the deadline while in DC (Jan 22; Feb 5 date is for Deans)
- Other options?

7. Marketing

- [Content so far](#)
- Karen A. Smallets; ksmallet@odu.edu

1/26/16

1. Request for Zoom submitted to Dunbar

3. CLT: meet with Joyce Armstrong

- Summer Institute Digital poster session
- Workshops on CLT Schedule
- Future: more CLT Workshops on website building

4. Newsletters/ Screenside Chats

- Working on [Feb Newsletter](#)
 - Need the Faculty Writing Studio for Open Labs

- Will be sending out Doodle for Feb Screenside Chat shortly
 - not Valentine's Day weekend
 - first one is hybrid
 - invite eP scholar speaker to this - Perhaps Elizabeth Clark

5. May 16 eP3

- select 2 teams from LCs? (5 people)
- Facilitators: Megan, Deri, Ed or Orlando, Betty Rose (rotate the third facilitator each day)
 - Dan Richards (agreed to do a Lunch/Learn) - Digital Identity
 - Ask Elizabeth Clark? One day or three days? Facilitator or speaker?
 - Panel of established eP users?
- set up marketing sessions in Burgess again?
 - Brian send out announcement
 - Snacks
 - Pick dates with Deri on Thursday
- Bring in an eP speaker/ Invite previous cohorts
 - Randy Bass (Georgetown scholars C2L project)
 - Elizabeth Clark (Laguardia) - Deri is approaching
 - Susan Kahn at Indiana/ **Sarah Baker** at Indiana/ Julie Hatcher

6. Teaching with Technology Awards - Nominate some people

- Orlando
- Betty Rose
- Vukica

5. Assessment/ Other

- [Send out Initial Survey to gather information on ePs](#)
- Meeting with Tisha and Worth Wed (1/13)
 - [Sorting Data](#)
 - Work on developing an assessment summit
 - Faculty Focus Group
- Possibly the Action Proposal for eP Faculty mentor/mentees program
- Work with Karen
- IDW

3rd week in Feb: eP committee and report of current status

Cybersecurity Learning Community - Deri will be teaching
Deri presenting at Admitted Students Day - using ePortfolios

1/12/16

[December eP3](#)

1. Spring Implementation
 - [Pre-semester gathering 1/5/16](#)
 - Small Groups: Hands on support 1 / 6- 1 / 7
 - Five instructors attended; very successful
 - Three individual meetings this week/ very promising material
 - Speaking with Dr. Romberger about Open Lab space in MPark again
 - Joyce Armstrong - Wednesday
 - Summer Institute Digital poster session
 - Workshops on CLT Schedule
 - Future: more CLT Workshops on website building
 - Newsletters/ Screenside Chats
2. [AACU](#) eP Forum
 - figure out if there are others we would like to connect to
 - identify any panels we are interested in
3. May 16 eP3 - Learning Communities
 - about 30/ 1k each, LC training on Tues/Thur
 - invite them to participate/volunteer, will be paid the extra
 - after they respond, then open to University
 - LC eP option- add eP description and reqs
 - archive portfolio in both courses
 - recommend one shared final showcase website between the courses
 - using the LC Objectives for assessment
 - Bring in an eP speaker/ Invite previous cohorts
 - Randy Bass (Georgetown scholars C2L project)
 - Elizabeth Clark (Laguardia)
 - Susan Kahn at Indiana/ **Sarah Baker** at Indiana/ Julie Hatcher
4. Budget/ Future Efforts
 - Press for [Wordpress GA](#) - **Write up job description**
 - Faculty Development/ Travel opportunities: [AACU Summer Institutes?](#)
 - they come back and then offer forums, etc
 - **Teaching with Technology Awards - Nominate some people**
 - Orlando
 - Betty Rose
 - Vukica
 - Undergraduate Research Symposium (Dave Gaultier) - see if we can connect in with them
5. Assessment/ Other
 - Meeting with Tisha and Worth Wed (1/13)
 - eP Certificate Planning (1/12) with College of Continuing Education and Professional Studies with Kelsey Brunton and Dean Claud
 - work on eP Committee involvement and expectations
 - eP Faculty Training and Support Coordinator write up for budget
 - [Original Job Description](#)

- [Extended Description](#)
- Faculty ePortfolio Mentors
 - [Mentor Description](#)
- Possibly the Action Proposal for eP Faculty mentor/mentees program
- Send out Initial Survey to gather information on ePs

College of Continuing Education and Professional Studies

- could ePortfolios provide value to the certificate programs?
- employability/ concrete accomplishments
- identifying artifacts in each of the courses that students should be saving
 - Graduate Certificate in Public Sector Leadership (f2f / soon fully online) - 12 credits (in first offering)
 - 4 primary areas (cyber security/ contracting principles/ financial management/ strategic management) - students go through all four (10 weeks)
 - Syllabus from each course
 - WEAVE report of key competencies of the program/ Student Learning Outcomes
 - Could become integral to the fully online model
 - perhaps pick one certificate as pilot within the college - model, then scale up

What do they need prior to entering the program?

- Application might be done in form of digital portfolio?
- Orientation/ Introduce eP - materials related to the students' prior work
- Basic portfolio - Artifacts aligned to objectives from each course
 - Added items based on the level of the student
- Capstone project in form of showcase ePortfolio (website)?
 - Wordpress GA might create web template for certificate that each student could then populate with content and personalize
- Can this tie into advising? How do we trigger them saving, reflecting, building throughout - identify events
- Do we need to train anyone within the certificate program? or offer workshops?
 - just for them
 - or have them go through eP3
- Meet with the four instructors to discuss what they would like this look like?
- This certificate program is for an audience that already has jobs. What is the objective of having them do a final portfolio?
 - Scaffolding
 - Showing employer the competencies have been learned
- Build a Wordpress template with them - perhaps pay Dan a stipend to do it?
- They're going to play with the template in Wordpress while we try to design a schedule

- they want to incorporate badging - identify moments that might be badges to identify strengths in students

Though we need to meet with them and the instructors to find out what their assignments are; which objectives are aligned

- they have a meeting coming up about assessment and assignments- perhaps join them

CLT Meeting with Joyce Armstrong

- Summer Institute: Digital Poster Session
 - Seperate room
 - Monitors/ Laptops
 - Sessions -
 - She will take to the steering committee/ answer in two weeks
- Workshops
 - Spring 2016 - full schedule; if there's openings they'll let us know
 - Fall 2016: Sept, Oct, Nov - Once a month (Screencast/ Social Media)
 - If there's demand, they will add a session
 - They might be able to do a session just for our people - 5 or 6 people to run
- Website Building Workshops; emphasis on Wordpress
 - CLT says absolutely they can do more website building workshops in end of Nov; will work on end of April

For next year: session for New Faculty on ePortfolios (Sept or Nov)

1. [December eP3](#)

- 20 Participants
 - Betsey Kennedy:
 - <http://bkennedy89.wix.com/betsykennedy>
 - <http://bkennedy89.wix.com/prts-332>
 - Tim Anderson:
 - I am working on prepping out these Portfolios and something about notes. Doing this for both my courses, actually. I think this will be really beneficial to all and they are both graduate courses.
- [Workshop Evals](#)
- Spring Implementation
 - [Pre-semester gathering 1/5/16](#)
 - Small Groups: Hands on support 1 / 6- 1 / 7
 - Speaking with Dr. Romberger about Open Lab space in MPark again
 - Will Contact Joyce Armstrong about CLT workshop possibilities

- see if some of the website workshops can be scheduled in the weeks before eP3
- 2. [AACU](#) eP Forum
 - figure out if there are others we would like to connect to
 - identify any panels we are interested in
- 3. Gear up for spring and summer
 - May eP3: Library Instruction Room for May 16 eP3 on 5/16, 5/18, and 5/20
 - Speak with Joyce further about Summer Institute Digital poster session
 - Press for Wordpress GA - **Write up job description**
 - **Teaching with Technology Awards - Nominate some people**
 - Develop competition for **students** or opportunity for students to showcase work - Undergraduate Research Symposium (Dave Gaultier) - see if we can connect in with them
 - Bring in an eP speaker
 - Randy Bass (Georgetown scholars C2L project)
 - Elizabeth Clark (Laguardia)
 - Faculty Development/ Travel opportunities: [AACU Summer Institutes?](#)
 - they come back and then offer forums, etc
- 4. Assessment/ Other
 - Meeting with Tisha and Worth next week (1/13)
 - eP Certificate Planning (1/12) with College of Continuing Education and Professional Studies with Kelsey Brunton and Dean Claud
 - work on eP Committee involvement and expectations, esp those who attended ILD Institute: purpose/goals/action items
- 5. Learning Communities - May Group? 750 each, LC training on Tues/Thur
 - 31 instructors (with 4 previously eP3 trained) with more later
 - Bring in a speaker (Elizabeth Clark? Susan Kahn at Indiana/ **Sarah Baker** at Indiana/ Julie Hatcher) to talk about the integration of courses and ePs as part of the workshop week
 - Plan an out of class activity (Go to arts district/ tour the Wisconsin)
 - Make ePs a required part of the LC's
 - Meeting in March
 - LC requirement handout - add eP description and reqs
 - archive portfolio in both courses
 - recommend one shared final showcase website between the courses
 - using the LC Objectives for assessment