



EDLD 655, University of Oregon, March 11, 2008

This calendar would be the missing link to the underutilized services at CET (Center for Educational Technologies) located in the Knight Library. CET provides assistance and referrals for educational technology training, support, and production. Our mission is to promote active learning through innovative use of technology.

1. Advertising – standing out being accessible, awareness of our unit to campus community. Completed attempts: chat service just added, distributed promotional item (ruler with center's info in every faculty mailbox.)
2. Internal effort to organize localized access to resources. Our organization needs to have a platform for sharing knowledge (consolidating resources all in one location). Completed attempt: Blackboard, still not an efficient means for accessing requested information readily.
3. Campus wide calendar for technology workshops: a collective collaborate effort that promotes our services and makes us aware of the other technology events by doing a professional development service to the campus as a whole.

There is a huge need for professional development and some staff across campus feel there is a lack of opportunities. Because we are housed in the library our mission fits in well with the UO strategic direction.

The UO Libraries, along with various campus partners, have been offering workshops on the Internet and other technologies since 1994 which have been challenging to project to the UO community. Technology training leads to better, more relevant training to meet the needs of students, staff, and faculty, along with increased collaboration with faculty in integrating information technology skills into the curriculum.

Our hope is that this program will:

- promote information fluency among students, faculty, and staff;
- integrate technology instruction for UO students, faculty, and staff more fully into the curriculum and administrative programs;
- offer tailored, "just in time" technology training; and
- increase flexibility in responding to campus needs for technology training.

The UO Libraries will be an active and visible partner in reshaping learning and scholarship at the UO.

Outcome: Proactive engagement will connect library staff with academic processes throughout campus. The libraries will become a catalyst to deepen and broaden the information fluency and technical literacy of all our constituents. The UO Libraries will embrace collaborative partnerships on campus to extend the research infrastructure and work to redefine the systems through which research is communicated and conveyed. Success in promoting the skillful access, organization, and evaluation of information will enhance the quality of scholarship undertaken by undergraduates, graduate students and faculty.

The value of leadership
We aspire to provide innovative leadership on campus and throughout the library community.

We value efficacy and productivity
We strive to make the most of all the resources at our disposal.

- The UO Libraries has the physical flexibility to extend services and programs to meet the learning needs of its current and next generation of students.
- Staff members believe that professional development and training for Media Services, CET and other UO Libraries staff is not readily available.
- At one time there was overlap between Information Services and the UO Libraries, but there is currently little overlap between the two divisions.

Creating a collaborative campus wide calendar as a service goal will promote use and access to such support which therein turn aligns well to the library mission, program goals and suggestions from the Pitt report.

Our current method of operation is not a feasible approach nor does it accomplish goals for the user when dealing with various multiple departmental calendars that are separately maintained and decentralized.

There are other calendar applications available, which would require installation, training and technical support. In order to consolidate access and avoid dealing with software compatibility issues we decided to go with Google Calendars. Google's applications are made for collaborative purposes. It's as easy as having a Gmail account to have exposure to Google's tools. There really isn't any effort needed to draw users towards this direction.

- Integrates with email
- Sends Invitations - allows for commenting on events (feedback)
- Searchable - you can search particular types of events
- Easy to edit/modify
- Nice layout
- Can synchronize with other calendars
- Manage and share (publish), save as printable format
- Subscribe to other calendar events
- Easy to access on mobile devices
- Works with multiple browser formats
- Advanced features in adding different calendars,
- Different viewing capabilities
- Online access, free, no cost in implementation (no software/hardware)
- Open standards: works across multiple platforms
- Leverages existing investments – integrative tools

[illegible]

Timing (phase of project)	Message content	Delivery Mechanism	Sender	Date and Time
Put together calendar and information on website where the calendar resides	Write documentation about calendar - guidelines for appropriate content postings: template for standard bits of information, consistency and agreement in format. Describe what a notion of an event is – well defined, reoccurring workshops, deadline, courses and other necessary information.	Post on Center for Educational Technologies homepage	Me	Middle of Spring term Week 4
Inform others	Inform internal CET staff	During staff meeting	Me	Week 5
After calendar is available	Inform UO IT staff about possibility of comprehensive calendar. Communicate how interdepartmental collaboration is necessary to keep this calendar operating. For those departments whom don't have funding for professional development to leave the state to attend national conventions, this opportunity would be a way to maximize what the campus has to offer, share knowledge across departments in efforts of centralization of services.	At the Departmental Computing forum.	Me	Week 6
Distribute user name and password	Press upon the shared governance of consolidating resources all in one location. Promote outreach goal of equal access to knowledge. CSTDAC: Classified Staff Training & Development Advisory Committee	Reach staff via email. (Professional Development task force, CSTDAC officials)	Me	Week 7
Meet with all the department heads, managers being reported to.	In order to make sure the calendar is being utilized there has to be an accountability measure. I will meet with department heads to recommend their staff calendar contributions be a part of their job objectives.	Hold individual meetings, one-on-one communication, through emails.	Me	Week 8

Audience: UO Faculty / Staff / Students (Community)				
Timing (phase of project)	Message Content	Delivery mechanism	Sender	Date and Time
Make available to public	If you build it, it will come. Meet with publishing (communications) representatives to disseminate this service. Professional calendar may be used for planning and being exposed to various campus events through the RSS component. Faculty can differentiate learning for students (project/assignment) indirectly by utilizing the posted workshops.	Publications (i.e. newsletters and magazines) CSTDAC / IT Connections / TEP(Teaching Effectiveness Program) / Library News/ Blackboard News/ CET news	Me	Week 9

- IT Directory - departmental computing
- IS (Information Services) – all subunits
- Media services
- SSIL (Social Sciences Instructional Lab)
- Microcomputing Help Desk
- Yamada Language Center
- Library
- HR (Human Resources)
- TEP (Teaching Effectiveness Program)
- CET (Center for Educational Technologies)
- Faculty development on Campus
- COE (College of Education)
- CSTDAC (Classified Staff Training & Development Advisory Committee)

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