Coop Ed 2010-11

On-line Cooperative Education Materials

Summary:

Initiative #10
Develop a method for all cooperative education forms to go on-line thus creating significant efficiencies for paperwork preparation/archiving, data entry, and information retrieval/reporting especially for 3rd party assessment of career technical programs.

Description

Work with IRAP to create an appropriate system that connects with student Banner data and which is both simple and easy to use for all parties including employers.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. **How does it continue the achievement of those goals?**
2. **If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. **How does it continue the achievement of these plans?**
2. **If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

It is an on-going goal of the college to streamline systems to create efficiencies, especially through use of computer systems. In addition, Lanes goal of sustainability implies that systems move to paperless or at least reduced paper when ever possible. An on-line system also significatnly improves the speed. This initiative has been a goal of the division for over 4 years with little progress.

Describe the resources needed:

Implementation dependent upon staff time of IRAP, Banner Core Team, IT staff, and Cooperative Education faculty and staff. This initiative is not a request for funds, it is a request for making this a priority with existing college staff.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

A reduction in hard copy paper work processing will free up time for faculty and staff to concentrate on the important academic and support needs of student needs rather than administrative tasks. The efficiences of going paperless will be dramatic. It will reduce paper processing for faculty, students, employers and administrative staff. Currently each hard copy is handled close to 8 times to be completed, filed, stored and archived.

Department Priority:

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Unit Resources:

The unit offers time of the division faculty and staff to assist with the development of on-line systems.

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee