

## Coop Ed 2011-12

### On-line Cooperative Education Materials

#### Summary:

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 3<sup>rd</sup> party assessment of career technical programs.

#### Description

Work with the Division of Academic Technology to develop in-house an appropriate software system that connects with student Banner data and which is both simple and easy to use for all parties including employers. Moving toward electronic systems of record keeping contributes to Lane's sustainability goals.

#### 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.

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

1. How does it continue the achievement of those goals?

It is an on-going goal of the college to streamline systems to create efficiencies, especially through use of computer systems. In addition, Lane's goal of sustainability implies that systems move to paperless or at least reduced paper whenever possible. This initiative has been a unit planning goal of the division for over 5 years with no progress.

- 2 If this is a continuation of an initiative started last year, make sure that relationship is clear.

Over the last year division faculty investigated a proprietary software to purchase as a solution to the desire for moving student/employer/faculty forms on-line. The software was deemed to be a very poor match thus a desire to create an in-house system emerged.

**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?

Initial consultation with the Division of Academic Technology to determine the feasibility of creating an in-house software system has been conducted and there is confidence that an appropriate software can be create for reasonable cost.

- 2 If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.

See above.

**Describe the resources needed:**

\$5,000 is needed for initial creation of software. Funding is requested from Technology fees because the software will have significant impact on students; over 2000 students a year will use this system as well as their co-op employers which number close to 800. In addition, this serves distance learning because co-op employers are located all over the state. This software will significantly reduce mailing costs, paper/printing costs, staff time to process and archive forms as well as faculty time working with students.

**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.**

At this time it would be difficult to estimate the full monetary savings once the software has been implemented. Currently the Co-op Division spends a significant amount of money on printing forms, mailing forms, processing forms and maintaining an employer database. A conservative estimate of overall saving would be between \$8,000-\$10,000 per year.

**Department Priority:**

3

**Unit Resources:**

none

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee

**1. Category of request**

- Maintain existing technology
- Increase student access to technology
- New technology

**Please type in the category of the request in the field below.**

new technology

**2. Campus location**

- Main Campus
- Downtown Center
- Florence
- Cottage Grove
- CLC (list specific locations)

**Please type in the location of the request in the field below.**

all campus locations

**3. Names of the person(s) with more information (if needed):**

Tamara Pinkas and Brad Hinson

**4a. Budget ORGN**

510405

**4b. Budget PROG**

112000

**5. How many students will benefit per year?**

Over 2,000 students will benefit each year from this new technology as well as over 800 employers (many of whom are on our Career Technical Advisory Committees).

**6. Describe the benefit?**

Since Cooperative Education began at Lane over 45 years ago, Co-op has used five and then four part NCR forms for student Agreement forms with employers. These forms are critical because they indicate Worker's Compensation and general liability insurance issues as well as describing the work site learning and a new form needs to be prepared for every student each term. Creating a web-based system for preparation of the forms will positively benefit students, employers and Lane staff in a number of ways. The most important benefit is the elimination of an entire complex paper-based system where paper forms are prepared, sent to the employer, completed, signed, returned, used by faculty for grading, extensive processing in the co-op front office to record and file all parts and finally sent to archives. The direct cost of this system (including Agreement forms, portfolios and student/employer handbooks) is many thousands of dollars a year as well as the indirect cost of staff time.

Employers are asking much more frequently to do this system on-line. For the Co-op program to continue to be successful, employer participation is essential and their desire for Lane to use technology instead of paper should not be ignored.

A major benefit to creating this system is the development of a co-op data base. A pilot study done several years ago in cooperation with IRAP demonstrated that the information on the employer evaluations of students is an effective way for Lane to document student attainment of core abilities, a desirable method related to Lane's accreditation.

**COMPUTER HARDWARE \$**

0

**COMPUTER SOFTWARE \$**

5000

**STAFFING \$**

0

**INSTALLATION \$**

0

**LICENSING \$**

0

**Can this initiative be partially funded?**

Yes

**COMPUTER HARDWARE \$**

0

**(CH) Explanation of effect of partial funding:**

N.A

**COMPUTER SOFTWARE \$**

4000

**(CS) Explanation of effect of partial funding:**

Less funding will result in a less robust software.

**STAFFING \$**

0

**(S) Explanation of effect of partial funding:**

N/A

**INSTALLATION \$**

0

**(I) Explanation of effect of partial funding:**

N/A

**LICENSING \$**

0

**(L) Explanation of effect of partial funding:**

N/A