

CAAHE Institutional Representatives Annual Meeting - January 27 & 28, 2006

Academic and Institutional Services Updates

**Deanna Boe,
Executive Director for Institutional Services**

1. Annual IPD/CAAHE Student Services Conference

The **Tenth Annual IPD/CAAHE Student Services Conference**, sponsored by IPD, will be held in Scottsdale, AZ in October this year. The dates of October 20-21 have been tentatively reserved at the Scottsdale Marriott. The theme of our conference this year is **Ten Years of Student Services Success**, IPD will again pay hotel lodging for up to two nights (Tuesday and Wednesday) for two student services participants from each of our partner institutions *or* for one participant from each site for those institutions with multiple sites. All scheduled meals (breakfast and lunch on both Thursday and Friday) and a special evening of dinner and entertainment will also be paid for by IPD.

2. Systems Review Proposal

- Presented to CAAHE Institutional Reps at June Conference; revised proposal sent out to IRs in July; 6 responses all affirmative
- Added peer reviewer, Colleen Smith, Director of Academic Services, Cornerstone University
- Added IPD enrollment, marketing, advertising and accounting to systems reviews
- Conducted two systems reviews in 2005

3. Articulation Initiative

- Worked with 5 partner institutions during 2005
- Completed 12 transfer credit guides and 1 brochure

4. Student Services Online Training Modules

- FERPA – launched in July 2005
- Learning Teams 101 – launched during August 2005
- Learning Teams 201 (facilitated) – ready to launch
- Evaluation of Military Credentials – in progress
- Americans with Disabilities Act – next on the list

5. Interwise Teleconferences – Community Building

Launched training and information sharing sessions for Student Services via Interwise (interactive on-line medium for teleconferencing) with guest speakers on a variety of topics.

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**Carrie Powell
Director of Academic Services**

1. Annual Academic Services Conference

The annual IPD Academic Services Conference will be held Feb. 27–28, 2006, at the Embassy Suites Phoenix-Biltmore Hotel. This year's conference theme is ***Enabling Teams & Technology***. Keynote speakers will focus on collaborative learning and on online education, and presentations include "The Buddy System: Coherence and Perseverance in an Online Master's Program," "Equipping Teams for Success," "Building Curriculum Development Faculty Teams," and "21st Century Faculty: RU1." IPD will pay hotel lodging for up to two nights (Sunday and Monday) for two academic services participants from each partner institution *or* for one participant from each site for those institutions with multiple sites. All scheduled meals (breakfast and lunch on both Monday and Tuesday) and a special evening of dinner and entertainment will also be paid for by IPD.

2. Modules

IPD's Academic Services (AS) department formatted and edited a total of **727 modules** in FY05, which is an increase of 21% compared to the prior year. Of this total, 590 were contracted (creations, adaptations, or revisions), which was an increase of 18% from FY04. The rest were Flex conversions, which increased 32% from FY04.

AS processed a total of **165 creations** (including creations + modalities). This was 46 more than in FY04. The creations spanned 52 programs from 20 partner institutions. Of the creations completed in FY05, 111 were for 22 new programs; the remaining creations supplemented existing programs or replaced courses in those programs.

AS also processed **31 modules with modality additions** (either as a straight modality addition or a revision + modality addition). These spanned 3 partner institutions and 10 programs. Several more are in the works for FY06.

Editors worked on **377 module revisions** (not counting those revised with modality additions), up from 362 in FY04 (a 4% increase).

Finally, AS formally **reviewed 352 modules** (excludes text changes and minor revisions), taking an average of 2.775 days per review. Of these, 50 were re-reviews, meaning they lacked one or more contractual elements and were further revised by the writing consultant. Overall, the number of reviews increased 163% (from 134 in FY04 to 352).

3. Projects

Over the past year, the AS department was involved in several large-scale projects:

Online Tutorials

- Upgraded the content of the MBATutor in four subject areas
- Researched and adopted a new system (Moodle) to deliver the tutorials
- Revised and updated tutorials on instructional design for faculty and curriculum coordinators
- Converted the material from the old to new system
- Developed and launched *Copyright Issues for Faculty Members* online tutorial

Contracts

- Implemented an online Request for Contract process enabling the curriculum coordinators to submit a contract request via www.ipd.org
- Implemented a three-tiered payment structure
- Began scoping a process to move contract initiation and acceptance online to include allowing consultants to update/manage their personal information and empowering curriculum coordinators to retrieve on-demand reports of modules in process
- Changed the layout of the Institutional Syllabi page on www.ipd.org to show each institution's programs on one page

Textbooks

- As first step toward building an e-text library, built out the AACMS to store information on textbooks and began integrating that information
- When the information is fully integrated, will be able to provide the information formerly captured in the CAAHE booklist