

Memo

To: Dr. Jack Hamm

From: David Bell

Date: October 15, 2007

Re: Professional Development Grant Material

Thank you for funding my attendance at the ATE summer workshop in Milwaukee, Wisconsin. I have attached a copy of the Power Point presentation. In addition, I was able to work on the national planning committee for two days for the annual conference which will be held in New Orleans. I appreciate the university's contribution to my professional development. Please let me know if you need any other supporting materials

NCATE Electronic Exhibits Conundrums, Quandaries, & Dilemmas



Archiving Achievement: Developing an Electronic Exhibit Room



What is an Electronic Exhibit Room?

- According to the NCATE Website:
Electronic exhibit rooms are web pages that are specially designed to display tables, charts, graphs, candidate work samples, faculty vitae, and other exhibits that serve as evidence that an institution is meeting NCATE standards.
- Electronic Exhibit Rooms are currently optional.

Advantages of Using Electronic Exhibit Rooms

- Allow Board of Examiners (BOE) members to view material before arriving on site.
- Allow BOE members easy access to information.
- Allow BOE members more time to review information and less time sorting through paper documents.

Disadvantages of Using Electronic Exhibit Rooms:

- Requires special training for faculty and staff or the hiring of new staff to maintain the website.
- Information must be updated constantly.
- One must have a computer with Internet access to view the documents.
- The Internet does not always work.

● ● Electronic Exhibit Rooms Serve the University Between NCATE Visits

- Allow for organized internal communication.
- Encourage the continuous updating of information.
- Serve as a tool for faculty, staff, and students by increasing the accountability of the university's program.

Time/Effort Investment

- Four to five hundred hours for webmaster in a three-department, 900-student school.
- About the same for NOATE coordinator and dean--each.
- Over a seven year cycle, this is manageable.
- If your visit date is within six or seven months and you haven't started yet, it will be barely possible.

● Administrative Hints for Developing ● Electronic Exhibit Rooms

- Design the site around NCATE and State standards.
- Keep back-up disks of all documentation contained on the website.
- Have access to a website expert or panel of experts should problems arise with the electronic exhibit room.
- Check in on the progress often, depending upon your timeline. You can't totally farm this one out.

● Make The Website User Friendly ●

- Consider:

- Using readable font
- Contrasting the print and backgrounds
- Having a site map with working links to information
- Use consistent formatting
- Updating the site regularly

● Make The Website User-friendly

by: (cont-2)

- Make certain each page downloads properly and be as consistent as possible
- Nearly anyone with a computer will have internet access; not everyone will have the latest versions of all the other software!

Webmaster

- If you have a faculty member with the skills use them and provide released time.
- Technical skills without the faculty background = webmaster never comprehends what is needed.
- Faculty side without technical = electronic display doesn't happen.

Technology Needs for Webmaster

- A computer with at least 1 gig of memory.
- You will need appropriate authoring software (Dreamweaver or Front Page are two popular ones).
- Zip disks, flash drives or CDs for backups.

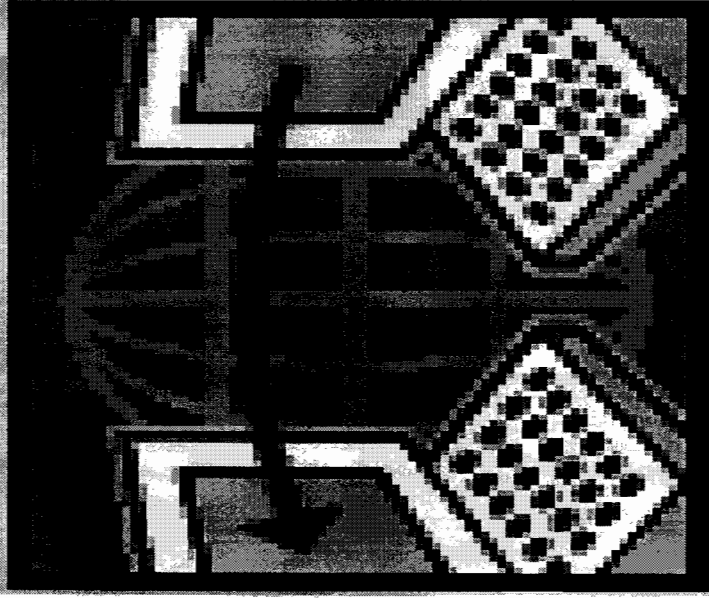
Preparing the Hotel Electronic Workspace

A Networked Hotel Workspace

- Consider using university computers. These can be formatted and mapped to the university system ahead of time. Have a networked printer, or printer attached to another computer so it is easy to print.
- Avoid exceptions. Use computers as identical as possible.
- Have 24 hour technical support available.

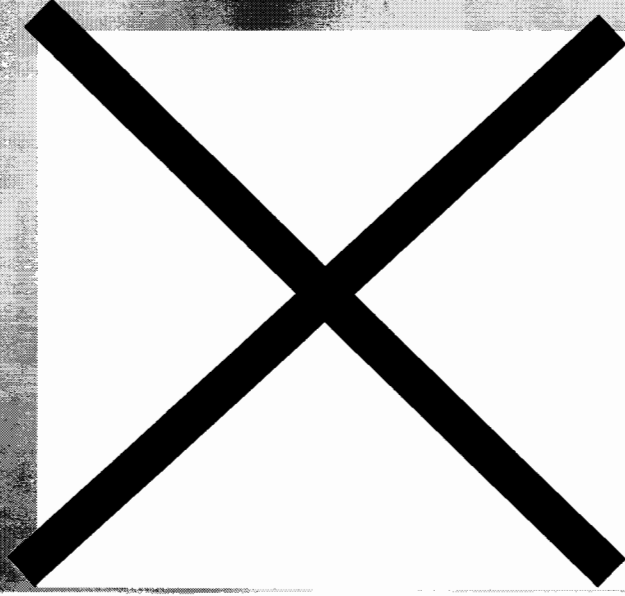
Hotel Electronic Environment

- Configure them alike, equip them alike, and network them together with wireless. Have the same version of Windows.
- Have a one-page paper that tells BOEs how to “do it all.” If you can’t get it on one page, it’s not simple enough.



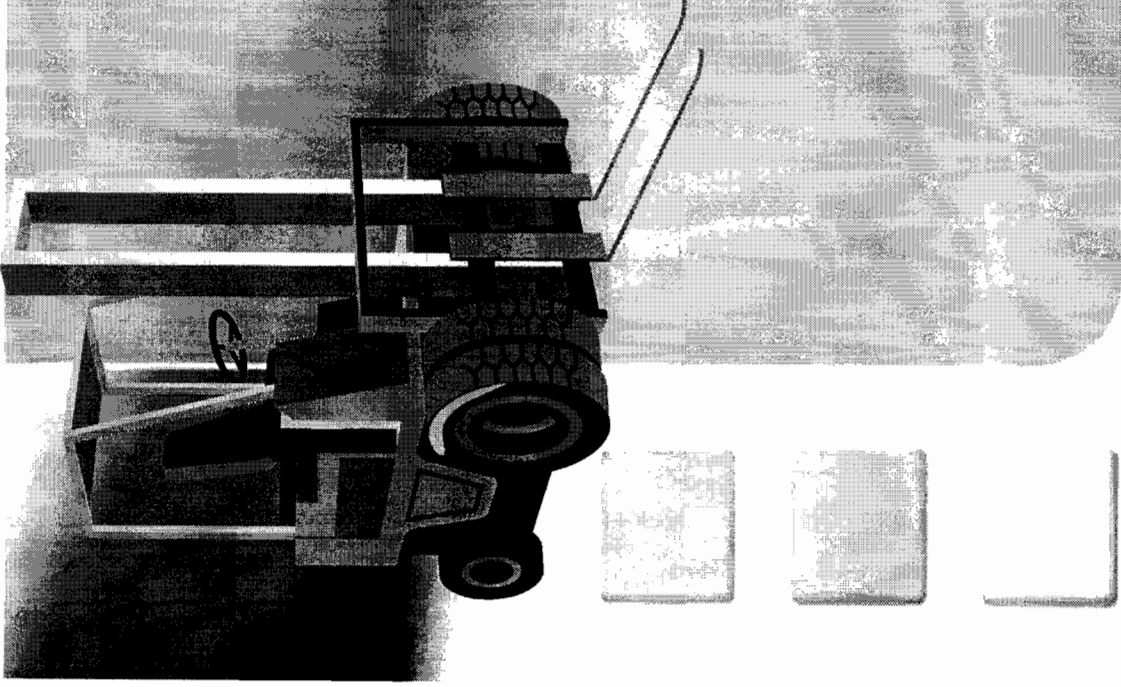
Dodge This One!

- Try to avoid having the team bring their own laptops. Your tech team, which will be trying to help you, will be dealing with ALL EXCEPTIONS to any rule and some laptops may not work on the network they just set up for you.



Equipping The Hotel Workspace

- Buy or rent a high-volume printer and have plenty of ink or toner and paper.
- Put snacks and soft drinks in the room. Arrange for the hotel to keep these stocked.
- Have your techs sleep in the hotel so they will be available to the team especially on Monday and Tuesday nights.



The "N:" Drive

- What we call the N: drive is a networked drive with restricted access.
- FERPA-protected student information can be placed on this.
- Intentionally not accessible from off campus.

Backup to The Backup . . .

- We had a CD backup for our web-based presentation.
- The CD had all of the website plus all of the N: drive.
- BOEs could use these if the system crashed.

What We Are Changing for 2012

- Use most of the page (as we are doing with our NOATE 2012 site) instead of just down one side, so as to make the page shorter.
- Utilize folders instead of trying to have all links on the six Standards pages.
- Steady progress over a long period of time.

In Conclusion:

With the right resources and efforts, maintaining an electronic exhibit room can help ensure less stressful NCATE visits for all universities with teacher education programs.

References

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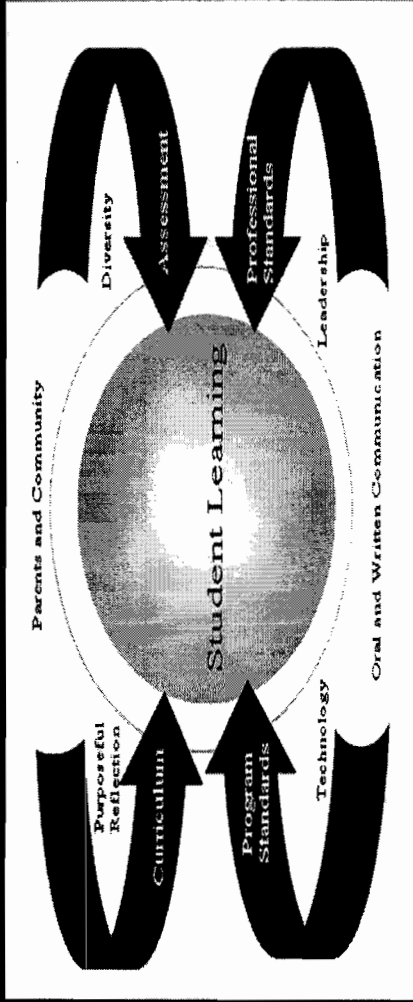
SCHOOL OF EDUCATION ARKANSAS TECH UNIVERSITY



MY TECH SITE MAP DIRECTORY SEARCH

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Arkansas Tech University School of Education Performance Evidence System PROFESSIONALS FOR THE FUTURE A Conceptual Framework



Advanced Programs

Core Values

Central Programs

Purposeful

Diversity

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