

## Keeping Perkins Stakeholders and Advisory Groups Connected Using Instructional Technology

Dr. Ben Williams, Perkins Coordinator  
Columbus State Community College  
Columbus, OH  
[bwillio3@csc.edu](mailto:bwillio3@csc.edu)

## Agenda

- Background on how stakeholders are utilized at Columbus State – The “P5 Committee”
- The Blackboard Community
- Using technology for meetings
  - Doodle.com for meeting scheduling
  - WebEx for on-line meetings
- Discussion

## Outcomes from this session

- A possible structure for regular utilization of internal and external stakeholders
- Concrete examples and tools for use of instructional technology to manage information, increase transparency, and improve efficiencies in Perkins administration
- Knowledge of tools to improve communication with distant stakeholders and peers for sharing best practices and coordinating important state initiatives

## Background history

### Columbus State Community College

- Large comprehensive community college
- Total enrollment Spring 2010 – 28, 476 (one of the largest community colleges in Ohio)
- Extensive distance learning program with over 40% of students taking at least one on-line class
- Extensive use of Blackboard as a course management tool in academic classes (sporadic uses in student affairs and other areas outside the classroom)
- Perkins Program in existence since the mid-1990s
- I have been managing the program since 2003

## Perkins IV and the inception of the “P5 Committee”

- Spring 2008 – college charged with developing a five-year plan (less than a month to construct)
- Pulled together key internal and external stakeholders in drafting and approving the plan
- The Perkins Five-Year Planning Committee (P5 for short) was born
- Representative group of administrators, staff, and faculty and external stakeholders invested in career and technical education
- Since spring 2008 the committee has met on a quarterly basis

## Purpose of the P5 Committee

- Meet regularly to review goals and action steps for that fiscal year
- Meet regularly to “vett” proposals for projects to be funded through our Perkins Program, i.e.
  - Digital Photography – Asynchronous Learning Project (SP’09)
  - Nursing Study Table – SI Initiative (WI’10)
  - Veterinary Technology “Clickers” (WI’10)
  - Construction Sciences Fluke Thermal Imaging Unit (SP’10)

## Benefits of P5 Committee

- Increased quality of Perkins Program
- Greater coordination in Perkins Program for secondary and postsecondary at the college
- Greater utilization of stakeholders
- Greater buy-in and understanding of Carl D. Perkins Grant purpose
- Greater support for Perkins coordinator
- More effective Annual Stakeholders' Meeting

## Members of P5 Committee

- Chair – Perkins Coordinator
- Dean – Career and Technical Programs
- Director Tech Prep Consortium for our service area
- Director Disability Services
- Grants Administrator
- Three CTE chairs
- Program of Study Advisor (a position born out of the committee)
- Alumnae/Staff member
- Faculty (as guests)
- One external stakeholder from Electrical Trades

## Challenges in managing P5 Committee

- Understanding of Perkins Grant purpose and goals, strategies and action steps
- Sharing of information
- Lost efficiencies and frustrations with email conversations and large files being sent as attachments
- Wasted paper and materials
- Keeping transparency
- Challenging managing all the materials and information for the Perkins coordinator

## Solution – The Blackboard Community

- Utilizes course management system for on-line community
- Open to all P5 Committee Members, project leads, and internal stakeholders (unable to provide access to people without CSCC accounts)
- Holds historical, current and future documents on our Perkins Program
- Utilized in spring 2010 for our Institutional Self-Assessment Site Visit (no paper had to be used!)



Perkins Five-Year Planning Committee (P5 for short) Blackboard Community

[www.csccl.edu](http://www.csccl.edu)

## Blackboard - [www.csccl.edu](http://www.csccl.edu)

- Perkins Five-Year Planning Committee (P5 for short) (P5-ES-ORG)
- Announcements
- Key Perkins Documents
- Perkins-funded Projects CSCC
- P5 Committee Meeting Agenda and Notes
- Nontraditional Materials (based on gender)
- Stakeholders Meeting (Annual)
- Monitoring Process
- Discussion Board

## Benefits of the P5 Blackboard Community

- Easier to manage and find information
- Greater transparency and ease of communication
- Can send email announcements/calls to meetings, and attention to meeting agendas from "Announcements"
- Portable and able to access anywhere
- Historical resources, such as "Essential Evidence" from Site Visit (much easier to prepare and revise for next time)
- Major time and material saver
- Capability to stay engaged outside of meetings ("Discussion Board" and "Groups")

## Questions?

## Other Technology that can make life easier...

### Doodle.com to schedule meetings

- [www.doodle.com](http://www.doodle.com)
- Enter in your meeting information and the dates you would like to consider
- Link will be sent to your email
- Copy and paste into email to "invitees"
- Those invited click on hyperlink and put in their availability
- You as organizer are informed as people RSVP
- Can quickly reference availability
- No need for spreadsheet, post it notes, or other in-efficiencies
- <http://www.doodle.com/phqk3c4pq9ezpeh6>
- <http://www.doodle.com/phqk3c4pq9ezpeh656aqevah/admin>

## Web Ex or other On-line Meeting Systems

- Similar to Skype and telephone conferencing, but far more interactive
- Allows for "meetings" with colleagues at a distance, e.x.
  - Perkins Leadership Team (scattered around the state)
  - Ohio STEM Equity Pipeline Leadership Team (including someone from Pennsylvania)
- Allows for "sharing desktop" to have dynamic editing and collaboration – **"Track changes" in Word**
- Highly effective with strong positive feedback from colleagues

WebEx Address for Columbus State

**<https://csc.edu.webex.com>**

