

**2017 Fostering Innovation in Teaching with Technology (FITT) Academy
Full Project Charter**

Project Charter

Faculty Name: Keli Garas-York

Project Team Lead: (Todd Benzin) Team lead will schedule and convene meetings, keep timeline and communicate to stakeholders

Project Team Members: (TBD)

Brooke Winckelmann

Mike DiFonzo

Tim Sager

Project Name: Literacy Assessment and Evaluation for the 21st Century

Project Scope:

Working with children is a main component of the literacy specialist program at SUNY Buffalo State. The literacy specialist candidates need a secure and simple way to view, upload, reflect upon, and receive feedback on videos of their work with children.

It is our intent to embed videos in course modules for instruction. As well, we must create a secure means by which literacy specialist candidates can upload videos in Blackboard for reflection and feedback.

Project goals:

What do you want to accomplish during the Academy week? Project goals should adhere to student learning outcomes that have been approved by the Senate Curriculum Committee and be:

- To embed videos for course instruction (examples of assessment and evaluation with children) from Ensemble into Blackboard in four modules of two sections of EDU 642 on secure environment that are not downloaded.
- To create a means for literacy specialist candidates to securely upload videos of them assessing students and meeting with a parent in three modules of two sections of EDU 642 for reflection and feedback through Ensemble.

Project Deliverable: What will you create during FITT Academy to use within your Fall 2017 course?

- Seven course modules in the EDU 642 online course (2 sections) containing videos and/or a means by which to upload videos.
- Create a student survey

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Assessment Plan: How will you assess the innovation that is being implemented in the course was successful?

- Were four modules containing instructional videos completed?
- Were three modules with a space for uploading videos and receiving feedback completed?
- EDU 642 Student Survey (Fall 2017)
 - With four being the highest/best and one the lowest/worst, rate your experiences with the following tasks in EDU 642
 - Uploading videos
 - Receiving feedback on uploaded videos
 - Viewing videos within modules
 - Describe your experiences with uploading videos to Blackboard.
 - Describe your experiences with receiving feedback on uploaded videos on Blackboard.
 - Describe your experiences with viewing videos for instruction on Blackboard.
 - What would improve your experiences with viewing and uploading videos on Blackboard?

Charter Conditions: (Complete with Team)

- Major changes in objectives and deliverables after the project has been agreed upon will be reported in writing and may change the status of the project and timeline.
- Any equipment funded by SUNY Buffalo State for the support of this grant is the property of the college and is governed by all equipment policies and procedures (loan of college property forms, business services inventory)

Name / Title	Signature	Date
Faculty		
Team Lead		

Project Timeline and Milestones:

Define steps needed to compete the project. Each step should have actions and a person in an assigned role with responsibility.

Task *Description* *Responsible* *Start date* *Due date* *Status* *Comments* *Check*

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<i>Draft Project Charter</i>	E-mail/Submit draft Project Charter to Meghan Pereira (or OneDrive)	Faculty		March 13			
<i>Form Project Team</i>	Contact members of RITE to identify members of Project Support Team	Meghan Pereira	March 13	March 24			
<i>Team Meeting</i>	Faculty member will met with project team to discuss project and finalize charter	Full team	March 27	March 31			
<i>Complete project charter</i>	Complete charter in entirety from scope to assessment	Full team		April 21			
<i>Identify and procure resources</i>	Determine cost of any resources (accts, tech, software, etc) - If needed	Full team		March 31			
<i>Develop Communication Plan</i>	Schedule, convene, locations, complete activity log/minutes & communicate with stakeholders	Team Lead	1 st Team meeting	May 6			
<i>Attend Academy</i>	All FITT Scholars must attend the full academy on June 5 – 9, 2017 from 9:00 am – 3:30 pm – in Bulger Library 316	Full team	June 5 9:00 am – 3:30 pm - Academy held on campus	June 9 9:00 am – 3:30 pm - Academy held on campus			

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<i>Implement deliverable into class</i>	When will deliverables be used within the Fall 2017 course?	Faculty	Fall 2017 (Specify date)				
<i>Assess deliverable</i>	How will you assess the innovation that is being implemented in the course?	Faculty	Fall 2017 (Specify date)				
<i>Present at Annual Faculty and Staff Research and Creativity Fall Forum</i>	FITT Scholars will present their project goal, deliverable and overall progress (Recommended)	Faculty (Team Optional)	October 2017 (Date TBD)				
<i>Project debrief / Lessons learned</i>	Meeting with full team to discuss project.	Full team	Fall 2017 (Specify date)				
<i>Present at spring symposium</i>	FITT Scholars will present their project goals and findings – what successes did you achieve, how has the course, student engagement, etc improve with this new innovation?	Faculty	Spring 2018 (Date TBD)				