

Shared Network Drive for Administrative Support of the West Campus Division of Mathematics

Operational Unit: Mathematics WEC

Unit Purpose Statement: The mission of the West Campus Division of Mathematics is to focus on learning to provide excellent instruction and support for students.

Initiative Contact: Lisa Armour

Expected Results and the Means of Assessment

Expected Results 1: The academic dean and the assistants to the dean will inspect the files on their shared network drive. They will each make personal backup copies of any files they use (or anticipate using) to conduct the business of the academic division.

Means of Assessment: The academic dean and the assistants to the dean will each be prepared to give the go-ahead for clearing the shared network drive.

Individual Responsible: Lisa Armour

Expected Completion: 2/27/2009

Stakeholders: Mathematics WEC (10694) - Lisa Armour

Results: The go-ahead for clearing the shared network drive was given by the dean and the assistants to the dean. Each had prepared personal backup copies of the files they deemed necessary.

Expected Results 2: The shared network drive for the West Campus Division of Mathematics will be cleared of all documents and files.

Means of Assessment: The shared network drive will be empty.

Individual Responsible: Lisa Armour

Expected Completion: 3/2/2009

Stakeholders: Mathematics WEC (10694) - Lisa Armour

Results: The shared network drive was cleared of all documents and files, as planned.

Expected Results 3: The academic dean and assistants to the dean will determine the future organization of the file folders and documents on the shared network drive, naming conventions for the file folders and documents, formatting conventions for the documents, and backup/maintenance procedures for the documents.

Means of Assessment: A guide for the shared network drive will be created. It will include information on the types of documents to be placed on the drive, the manner in which the drive will be organized, the naming convention for file folders and documents, the formatting conventions for documents, and the procedure by which items on the shared drive will be maintained and backed up.

Individual Responsible: Lisa Armour

Expected Completion: 3/23/2009

Stakeholders: Mathematics WEC (10694) - Lisa Armour

Results: A guide for the shared network drive was created. The guide provides a file directory, a description of the files' contents, and a description of the naming convention for the files.

Expected Results 4: The academic dean and assistants to the dean will upload to the shared network drive the most recent and useful version of each document necessary for teaming to conduct the business of the division.

Means of Assessment: The shared network drive will be populated with file folders and documents necessary for teaming to conduct the business of the division, according to the guide created in the previous outcome.

Individual Responsible: Lisa Armour

Expected Completion: 4/6/2009

Stakeholders: Mathematics WEC (10694) - Lisa Armour

Results: The shared network drive was populated with necessary files according to the established guide.

Implementation Plan

Budget Requirements: This initiative will require the time of the academic dean and assistants to the dean.

Results to Improve: When this initiative was undertaken, there were many files on the shared drive that were not necessary for conducting the business of the academic office. Some were obsolete. Others were useful to individuals, but not to the work group sharing the drive. Furthermore, the files that were necessary for conducting the business of the academic office were not arranged in a way that allowed multiple users to retrieve information easily.

Changes for Next Year: To prevent the proliferation of files not necessary for conducting the business of the academic office, we will periodically review the purpose of the shared drive, review the drive's contents, and eliminate unnecessary files and folders.

All individuals who have access to the shared drive have been given a guide to follow, so that files they place on the drive will be organized and named in a way that facilitates easy retrieval of information by all users.