

24 October 2002

**Looking Backward, Linking Together, Leaping Forward:  
Web-Based Archival Analysis and Presentation in Writing Assignments Across  
Three College Campuses**

I am pleased to provide you with our quarterly report on our collaborative project funded by the ACS Information Fluency Grant. The report is in four parts: Summer 2002 Participation Changes, Fall 2002 workshop, Late Fall/ Spring 2003 plans, and Requested Changes to the Grant Budget.

*Summer 2002 Participation Changes*

In late August, I was informed that the planned team from Spelman College would not participate in the grant as planned because the professor (Louis Gallien in Education) had gotten a job at a new institution. Unfortunately, we got this news too late to find either another professor at Spelman who was interested in participating or a collaborative team from another ACS institution.

We also learned that librarian Steve Richardson was replacing special collections coordinator Glen Clayton on the Furman University team.

*Fall 2002 workshop*

Representatives from Furman University and Washington and Lee University met with the Davidson College team in Davidson for a one-day workshop on September 29<sup>th</sup>. I am including the minutes from that workshop:

**9:00 Presentation on Previous Projects**

Shireen, Jan, and Kristen described an archival writing project and the pilot web project funded by ACS last year, then talked about the results of the pilot project. (See links to relevant documents.)

- Link to pilot project:  
<http://www.davidson.edu/administrative/library/archives/ENG101/index.htm>
- Link to pdf describing the project's goals and results:  
<http://www.davidson.edu/computing/itg/overview.pdf>
- Link to Design workshop page:  
<http://www.davidson.edu/administrative/library/archives/studentprojects.asp>)

**10:30 Discussion of Expanded Project**

The group discussed the parameters of the expanded collaborative project, concentrating on what courses will be taught at each institution, what topics will be featured, and how the web pages will be hosted and structured. Our initial results from this discussion include the following:

- New project will include Eng 101: Literacies for the 21<sup>st</sup> Century, taught by Shireen Campbell at Davidson, His 21: Issues in U. S. History, taught by Marian

Strobel at Furman, and a history course taught by Holt Merchant at Washington & Lee.

- Topics may need to be unique to each institution. Some potential common topics for archival research as they relate to each institution include: Reconstruction, Integration, Coeducation, Civil Rights, Religious Affiliations, and the Greek System.
- The project's main web page will be hosted by ACS, using a design template that fits into their website.

## **12:00 Lunch**

### **1:00 Break out groups**

#### Archivist/librarians:

- Jan Blodgett may make a site visit to Furman to identify archival needs. The grant money may be better spent there on archival support.
- The librarians identified possible potential topics - Reconstruction, Integration, Coeducation, Civil Rights, Religious Affiliations, and the Greek System.
- The librarians discussed possible accreditation of and recognition for the project.
- The librarians shared ideas about teaching primary research.
- The librarians established some web design parameters starting with Jan's design workshop (see link above).

#### Instructional Technologists:

Kristen spoke with her counterparts at the other institution by phone and email to determine the following parameters for the collaborative project:

- Web Tools - recommend a FrontPage 2000 or Dreamweaver MX (or 4.0) workshop for students – minimum ½ day introduction that could be separate or tie into a scholarly website design workshop co-taught by librarians and instructional technologists.
- Student Assistant – recommend planning for 6 hours of support time per group with an additional 10 hours for readying the website for publishing. Budget will depend on the rate of pay at each institution. At Davidson, we budgeted for the highest end of the student pay scale due to the need to work late hours.
- Collaboration – recommend setting up a single Blackboard 5.5.1 course on the Davidson Blackboard server for the whole project by mid-December. Faculty, librarians and instructional technologists will have full rights to modify the course as needed. Kristen, John & Steve will train their respective faculty and librarians on Blackboard. Shireen, Marian and Holt should decide together on a course design by mid-January and before adding content. Faculty should send a final list of enrolled students to Kristen Eshleman by March 1.
- Student Presentations – recommend video/audio over audio alone. Davidson has a campus media server (Real) for streaming media. If John

& Jane can record these and send mini-DV or transfer to VHS, our Instructional Technology Group can digitize, edit and stream, and then place the links in the appropriate area within the Blackboard course site. Security was not discussed and I don't think necessary, but if this is needed, we can place these in a secure location that requires user authentication.

- Project Home Page – recommend we have a main project page hosted by ACS, with links to each institution's course specific home page. Kristen, John, Jane & Steve will collaborate on the main project page. ACS has provided a template with their design standards. Institutional pages will be hosted at each institution, and responsibility for browser compatibility, link checking and copyright clearance falls on the individual campus. There was no discussion on design consistency across campuses. We need to decide if this is necessary.

Faculty

- We discussed how this project fits into each class.
- We discussed the timing and scheduling of the project.
- We explored various collaborative grading procedures.

Final decisions will be made after the discussion with Holt Merchant from Washington and Lee, who was unable to attend the workshop.

**2:00 Wrap Up**

Each campus team needs to have a conversation by December 1 to discuss specific needs in light of the recommendations above. Those need to be sent to Shireen as soon as possible to make sure they will fit with the grant.

Late Fall/ Spring 2003 plans

By early November, Shireen Campbell will confer with Holt Merchant, Professor of History at Washington and Lee, to discuss and confirm issues such as the timing, scheduling, and assessment of this project. In late Fall, Jan Blodgett may make a site visit to Furman University to help clarify what archival holdings they possess and what support they will need in preparing for this project.

Requested Changes to the Grant Budget

With the reduced number of participants in the grant and the smaller than anticipated number of attendees at the Fall 2002 workshop, we have spent less money than projected to date.

**Budget, Projected and Actual Expenditures**

<u>Phase One: Travel to Davidson, NC, for one day meeting</u>		
	<i>Projected</i>	<i>Actual</i>
Room	495.00	180.00* (bill not in yet)
Board	405.00	269.47
Mileage	480.00	206.40
	<b><u>1380.00</u></b>	<b><u>655.87</u></b>

In addition to these savings, we also anticipate somewhat lower implementation costs because we no longer have four institutions participating in the grant. Our original estimate of 4,000.00 is undoubtedly high, and at this point, we estimate that at most, expenditures might reach 3,400.00. A specific description of institutional needs and a more detailed budget will be developed by late fall, when we know precisely how many students are in each class at each institution.

While the project is currently running under projected costs, the group also realized during the workshop that another face-to-face gathering in early February, prior to the beginning of the project, would ensure full preparedness for the project. And so, we ask your permission to incorporate another workshop into the budget, but anticipate that those expenses will be easily met by the surplus to date.

If you require a more specific and formal request for changes to the project budget, please let me know. I look forward to speaking with you soon.

Sincerely,

Shireen Campbell, Associate Professor of English  
Davidson College