University of North Carolina
Office of the President

<u>Carry Forward Fund Use Proposal</u>

1. Proposal name: **UNC Professional Development Portal (PDP) Content Coordinator**

2. Funds needed to implement proposal: **$25,000**

3. Project manager / coordinator: **UNC Teaching and Learning with Technology (TLT) Collaborative**
                                     Board (pending appointment of Executive Director)

4. Proposal Description / Purpose:

We propose the creation of a half-time Portal Content Coordinator position for the UNC Professional Development Portal (PDP). This individual would be responsible for managing the content of the Portal s resource database and for specifying related submission, use, and maintenance processes.

The Portal (http://www.unctlt.org/pdp/) is a strategic service component of the UNC Teaching and Learning with Technology (TLT) Collaborative. The Portal is designed to provide access to a broad variety of existing online professional development resources for UNC faculty, staff, and administrators through a single gateway. Individual account holders may submit new materials for consideration and develop personalized searches. Campuses, departments, and individuals will be able to create custom interfaces for accessing the Portal.

Funded by the TLT Collaborative and by UNC s Division of Academic Affairs, initial resource entry has focused on
  - **Teaching and Learning / Teaching and Learning with Technology**
  - **Human Resources / Staff Development**
  - **Administrative Leader Development**

As a result of collaborative resource location and submission activities among the sixteen UNC campuses, the Portal currently provides a vast storehouse of professional development resources in these areas (currently over 1000 items).

Now, in order to maintain and expand the resource collection and to enhance its usability, we require the assistance of an individual who is familiar with electronic information management techniques. Responsibilities of the Portal Content Coordinator would include
  - **Developing and implementing standards for the content, format, and categorization of resource entries.**
  - **Developing and implementing processes for reviewing and approving new submissions.**
  - **Developing and implementing processes for keeping the database content up to date.**
  - **Working with designated content area providers to specify keywords, subareas, and similar content organization aids.**
  - **Recommending user interface improvements relating to the submission, use, and maintenance of resource entries.**

Beyond the end of this fiscal year, the Portal Content Coordinator position funding could potentially be reduced because ongoing work would be focused primarily on submission review and database content maintenance. Sources for such funding will need to be explored.

5. Manner in which the fund will enhance overall effectiveness and quality of service within the Office of the President:

    The Office of the President is committed to the professional development of faculty, staff, and administrators. The long term objective of the Portal is to incorporate a fully collaborative model environment for the dissemination, review, evaluation, and discussion of professional development in all aspects of higher education; resource access is a significant part of that mission. The services provided by the Portal Content Coordinator will ensure that the Portal supports the UNC community by providing a single, easy to use source of complete and accurate professional development information.

6. Proposal line item budget:

    Salary / Stipend $25,000

7. Vice President approval: _____ _____
                                                    Signature   Date

8. President or designee approval: _____ _____
                                                    Signature   Date