Status Report for Week Ending:  October 17, 2003

Current Objectives

- Prepare for and schedule Focus Group & Targeted Group Sessions Oct. 20 through Nov. 7.
- Continue external research for the environmental analysis.
- Complete communications plan and implement website and announcement article.
- Schedule and plan the Core Team Off-site Meeting.
- Implement interviews and a web-based survey for TSRs to help develop the high-level inventory of technology support across the campuses.

Status

- Web survey communications are completed. Website will be available for responses through Oct. 24. Have begun developing a preliminary report to help develop focus group agendas.
- Selected TSR interviews were completed by Mark McCatty this week with 2 more scheduled for Monday. The interviews will facilitate the development of a high-level inventory of technology support across the campuses.
- TSR web-based survey was implemented Friday to support the high-level inventory.
- Scheduled 2-day off-site meeting for Tuesday, Dec. 2nd from 2-8:00 p.m. and Thursday, Dec. 4th, from 7:00 a.m. to 1:00 p.m. Beth Farthing-Moore is working on location, logistics, etc.
- We are behind in developing and implementing our official communications plan. This will be the focus of Kay’s work in Ohio during the week of 10-20.

Significant Accomplishments Since Last Report

- Web-based survey has generated 716 responses. Preliminary review of responses indicates quality comments and input.

Next Steps – week of 10/20/03

- Finish TSR interviews. (Mark)
- Begin targeted interviews. (Kay)
- Finalize “Think Tank” summary report.
- Develop Focus Group Session agendas and prework for Reid/Debi review.
- Schedule next Core Team meeting and sponsor update.
- Finalize communications plan and work with Joyce Buttery to implement a project website for the ITSP.
- Finalize scheduling of focus groups and targeted input groups.

Upcoming Events

- Focus Group Sessions and Targeted Group sessions scheduled for October 20 through November 7. To be facilitated by Mark McCatty, Mary Zychowski, Kay Roman, and Debi Allison.