

IMPLEMENTATION GUIDE For Webinar Participants



Step 1: List the main ideas and strategies that you learned during the presentation.

Step 2: Decide which idea/strategy you would like to implement at your institution.

Step 3: What do you hope to achieve by implementing this idea? Make a list of the goals and objectives. Be very specific when stating your goals.

Step 4: Make a list of all of the people and departments at your institution and in the community that need to be involved in the project.

all faculty IT department chairs

student services staff instructional dean dean of students

facilities student life student government

vice president president academic advisors

faculty in these disciplines:

community groups (specify):

other:

Step 5: Think about the main obstacles that you might encounter during the project. What are they and how will you overcome them?

Step 6: Make a list of resources that you will use during the project (books, web sites, organizations, consultants, conferences, webinars, etc.).

Step 7: Prepare a timeline. For each step, include a deadline and the key people involved. One of the steps should be to research best practices and find successful programs at other institutions that you can use as models.

Good luck!