

Project Charter

Faculty Name: Pamela Schuetze

Project Team Lead: (TBD) Team lead will schedule and convene meetings, keep timeline and communicate to stakeholders

Project Team Members: (TBD)

Project Name: Incorporating Videos and Related Digital Assignments in a Child Development Course

Project Scope: In order to fully appreciate child development, it is essential for students to be exposed to children of a variety of ages which is best achieved by observing children. However, due to numerous logistical challenges, it is difficult to conduct live, in-person observations of children. Furthermore, in order to fully discuss concepts relevant to the study of child development in class, students need to familiarize themselves with the concept prior to the class meeting. One method for achieving this is to partially "flip" the class so that students watch a video lecture that describes the concepts prior to attending class.

It is our intent to create two videos relevant to a child development class. One will be an observational video of a child demonstrating problem-solving behaviors. The second will be a recording of a brief lecturing introducing the concept of a "Critical Period".

A faculty guide that documents the technologies and techniques used to create the videos (and accompanying assignments) will be created.

Project goals:

1. To create an observational video of a child demonstrating problem-solving.
 - a. This video will be created using tools and techniques learned during the FITT Academy week.
 - b. The video will be uploaded to the course site in Blackboard
 - c. An assignment will be created that students will complete while watching the video. This assignment will be created in Blackboard to allow for online grading.
2. To create a lecture video describing the concept of a "Critical Period," an important concept in the study of child development.
 - a. This video will be created using tools and techniques learned during the FITT Academy week.
 - b. The video will be uploaded to the course site in Blackboard
 - c. An assignment will be created that students will complete while watching the video. This assignment will be created in Blackboard to allow for online grading.
3. Document the steps and tools used to create these videos and assignments so that other faculty can develop similar materials for their courses
4. Develop a survey for students to evaluate the effectiveness of these videos.

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Project Deliverable:

1. Two videos and related assignments.
2. Faculty guide
3. Student survey

Assessment Plan:

1. Survey students on their use of the videos and Blackboard assignments. Was Blackboard easy to navigate?
2. Assess whether the format of the faculty guide seemed clear and usable to faculty.

Charter Conditions: (Complete with Team)

- Major changes in objectives and deliverables after the project has been agreed upon will be reported in writing and may change the status of the project and timeline.
- Any equipment funded by SUNY Buffalo State for the support of this grant is the property of the college and is governed by all equipment policies and procedures (loan of college property forms, business services inventory)

Name / Title	Signature	Date
Faculty		
Team Lead		

Project Timeline and Milestones:

Define steps needed to complete the project. Each step should have actions and a person in an assigned role with responsibility.

Task	Description	Responsible	Start date	Due date	Status	Comments	Check
Draft Project Charter	E-mail/Submit draft Project Charter to Meghan Pereira (or OneDrive)	Faculty		March 13			

2017 Fostering Innovation in Teaching with Technology (FITT) Academy
Full Project Charter

<i>Form Project Team</i>	Contact members of RITE to identify members of Project Support Team	Meghan Pereira	March 13	March 24			
<i>Team Meeting</i>	Faculty member will met with project team to discuss project and finalize charter	Full team	March 27	March 31			
<i>Complete project charter</i>	Complete charter in entirety from scope to assessment	Full team		April 21			
<i>Identify and procure resources</i>	Determine cost of any resources (accts, tech, software, etc) - If needed	Full team		March 31			
<i>Develop Communication Plan</i>	Schedule, convene, locations, complete activity log/minutes & communicate with stakeholders	Team Lead	1 st Team meeting	May 6			
<i>Attend Academy</i>	All FITT Scholars must attend the full academy on June 5 – 9, 2017 from 9:00 am – 3:30 pm – in Bulger Library 316	Full team	June 5 9:00 am – 3:30 pm - Academy held on campus	June 9 9:00 am – 3:30 pm - Academy held on campus			
<i>Implement deliverable into class</i>	When will deliverables be used within the Fall 2017 course?	Faculty	Fall 2017 (Specify date)				

2017 Fostering Innovation in Teaching with Technology (FITT) Academy
Full Project Charter

<i>Assess deliverable</i>	How will you assess the innovation that is being implemented in the course?	Faculty	Fall 2017 (Specify date)				
<i>Present at Annual Faculty and Staff Research and Creativity Fall Forum</i>	FITT Scholars will present their project goal, deliverable and overall progress (Recommended)	Faculty (Team Optional)	October 2017 (Date TBD)				
<i>Project debrief / Lessons learned</i>	Meeting with full team to discuss project.	Full team	Fall 2017 (Specify date)				
<i>Present at spring symposium</i>	FITT Scholars will present their project goals and findings – what successes did you achieve, how has the course, student engagement, etc improve with this new innovation?	Faculty	Spring 2018 (Date TBD)				