Instructions for Filling out the Academic Task Force Template

The template and data sheets are available at the task force website   taskforce.umw.edu under the "online templates" tab on the header.
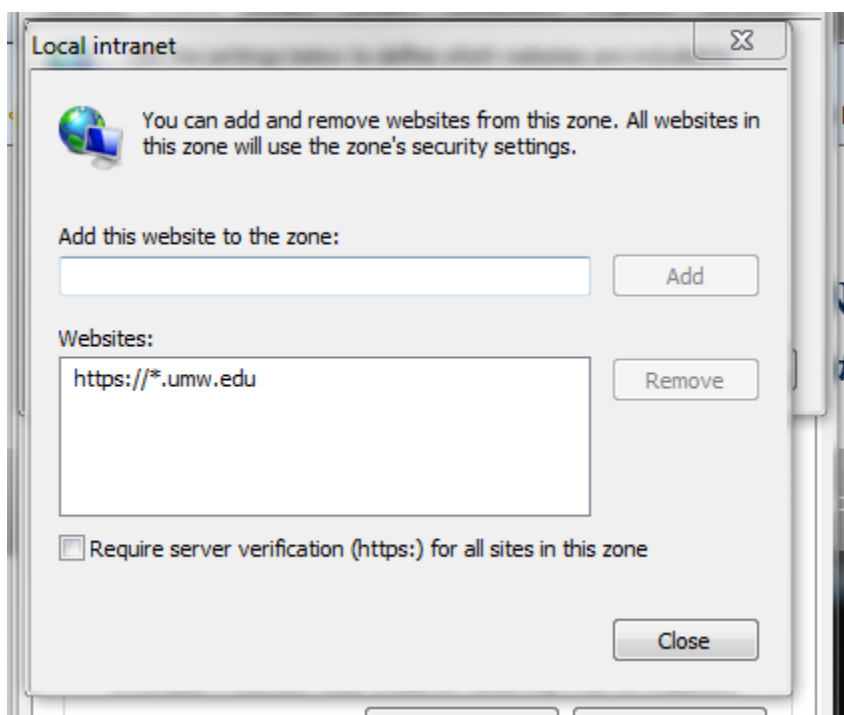
1) Accessing the templates

You must be on the network or using VPN to access the templates. Without VPN, you cannot access it from off campus. If you are on the network and have trouble accessing the online templates, follow these instructions:

1. You must use Internet Explorer as your browser.
2. In the login box, enter your login preceded by 'umw\' so it would be umw\netid. Then enter your netid password.
3. You need to add some sites to the local intranet sites in Internet Explorer. See the instructions below:

Click on 'Tools' on the right side of Internet Explorer, then 'Internet Options' > 'Security' tab > 'Local intranet' > 'Sites' button > 'Advanced' button

Type https://*.umw.edu in the 'Add this website to the zone:' box then click 'Add' button.

Then do the same to add:

https://*.umw.local

http://*.umw.edu

http://*.umw.local

Click 'Close' button'. Click 'OK' button. Click 'OK' button.

If you still have problems accessing the site, contact the Help Desk.

2) Filling out the Templates

From the "Online Templates" page, click on "Strategic Resource Allocation Task Force Templates"

Scroll down to *Academic Task Force templates.* That should bring up the templates assigned to you. You will have one month to fill out any templates assigned to you.

To access each template, click on STATUS

Then click on the little pencil and paper icon at the left

The template should then load.

Datasheets are organized by department (for the most part). Go to the department with which your program is affiliated to find the data sheet.

Please fill out the basic information at the top of the template. Be sure to note whether this program is less than three years old, as that will affect its status during the program evaluations.

To fill out the template, you may either type directly into the text box or you may compose your responses in WORD and cut and paste them into the text box. Your responses for each criteria (not each question) are limited to 1500 characters. Use the UPDATE COUNT button to update the character count.

If you provide or refer to data from other sources, please provide a url or other citation information for your data.

Most of you are filling out more than one template. The Task Force understands that the same answer might be appropriately used on different templates. Do not feel that you have to come up with a unique answer for each template.

The Task Force also understands that not every program can respond to every question. Please do your best to answer all of the questions and if you cannot answer a question, please indicate why that question is not appropriate for the program or why that information is not available.

You can work on a template along with other interested parties using the share feature at the top of the template. If you want to share this template with other participants in that program, you

may do so by adding their user name to the "share this form with" box. If you do not know their user names, you can look them up in the address book at the box's left. We strongly encourage you to involve all interested parties.

You may save your work and return to it by clicking the SAVE button at the top and bottom of the template

You may print a copy of your template using the PRINT button at the top of the template

3) Submitting your template for review

When you have completed your template, click READY FOR REVIEW. The final responsible authority (usually the dean of your college) will then be able to review the template.   During the period under which your template is under review, both the Dean and those with whom the template was shared will still be able to make changes to the template. Once her/his review is complete, that person will click PUBLISH and the template will be submitted.

We have posted the tested response to the Spanish major program as an excellent example. Although the questions have changed slightly since the testing, we hope that this template will provide you with an example of the kind of responses that best answer the questions.

The published version of your template will be immediately available to the Academic Task Force. All templates will be made available at the end of the one month period.

Additional information about the Academic Task Force Data Sheets

You can access the datasheets under Supplemental information

1) The data has been compiled by department
2) The programs listed at the top left of the data sheet are those that come up using departmental codes, they are not necessarily the programs being evaluated
3) The Department Budget does NOT include Equipment Trust Funds, Faculty Development Funds, or costs associated with Departmental Office Managers
4) The Academic Task Force will not be evaluating the use of Foundation monies.
5) In the center of each year's data is a table in which the department chair will have to approximate the percentage of time/energy/budget devoted to each program being evaluated. We understand that this is just an approximation. Just do your best. The percentages must add up to 100%. The table will then automatically calculate the total student credit hours devoted to each program and the cost of each program.
6) If you have any questions about the enrollment data, contact Mathew Wilkerson mwilkers@umw.edu
7) If you have any questions about the budget data, contact Paul Messplay pmesspla@umw.edu

We are here to help you. Feel free to contact Chuck Whipkey, Allyson Poska, or any members of the Academic Task Force for help with this process. We appreciate your time and your cooperation.