

Collaboratory Activity Form Summary

Decision Tree

The decision tree is a tool intended to help educate users about the type of Activities collected by Collaboratory, and to help determine if those Activities should be considered community engagement.

Four required questions will determine eligibility for Collaboratory. The questions ask if the Activity is:

1. Directly related to a public priority or issue?
2. Involves one or more external community groups, organizations, agencies, or neighborhoods?
3. Has mutual benefits for both the institution and the partner(s)?
4. Include an exchange of knowledge or expertise with the external partner(s)?

Step 1: Basic information

Required:

- Activity title
- Description
- Primary contact (name, email, phone)
- Activity start date

Optional:

- Image
- Website
- Activity end date

Step 2: Collaborators

Required:

- Units (departments, offices, centers, etc.)
- Community organization(s)
- Organization's role in planning, design, implementation or evaluation of the Activity

Optional:

- Program or Initiative
- Faculty/staff
- Number of involved faculty and staff, other than those identified above
- Collaborating higher ed. Institutions
- Funding information, if applicable

Step 3: Focus

Required:

- Activity location
 - Physical location – address
 - Virtual space – process and tools used
- Target populations (select all that apply)
- Areas of focus (select all that apply)
 - Arts and Culture
 - Community and Economic Development
 - Education
 - Environmental Sustainability
 - Government and Public Safety
 - Health and Wellness
 - Social Issues

Optional:

- URL and title for virtual spaces

This document serves as a preview for Collaboratory and the information is only for use by existing Collaboratory institution.

Step 4: Scholarship

Required:

- Is the activity directly connected to a credit-bearing course? yes/no
- If yes*:
 - Course prefix, number, name, section, active period, quarter offered)
 - Approximate number of enrolled students who participated
 - Approximate number of hours on average each student commits per quarter
 - Does this Activity integrate any of these pedagogies (check all the apply)
 - Student learning objectives formally addressed (check all that apply)
- Does this Activity involve students outside of the course? yes/no
- If yes: Student Involvement (select all that apply)
 - # of non-enrolled students per term
 - # of hours per non-enrolled student per term
- Is the Activity directly connected to scholarship? yes/no
- If yes:
 - Types(s): Check all that apply
- Expected/achieved scholarly products(s): check all that apply

Optional:

- If Activity is connected to scholarship:
 - Does this Activity have IRB protocol? yes/no
 - If yes:
 - Provide institutional identified for IRB protocol

*Note: Course are added to Collaboratory each quarter. Course info should populate after you select your course.

Step 5: Goals

Required:

- Expected/Achieved Outputs (check all that apply)
 - What was produced through or as a result of the Activity
- Expected/Achieved Institutional Outcomes (check all that apply)
 - Short-term or immediate changes/benefits to the institution
- Impacts on Community (check all that apply)
 - Broad or long-term changes that occurred in the Community

Optional:

- # of community individuals served by the Activity
- What has been learned about the community's views of this Activity
- Is there a systematic process for collecting data regarding outputs, outcomes, and impacts of this Activity? yes/no
- If yes: Describe.

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