

Partnership Data Collection Manual

Office of the Vice President for Community Engagement

The purpose of the Community Engagement Partnership data collection system is to enable the University of Louisville to report on its outreach and engagement activities. It allows academic and administrative units to explore UofL partnership activities through a range of categories, and to share reports about the work we do with the community. The database provides information that demonstrates the ways in which faculty, staff, and students are partnering with the community and the ways in which the university serves the local community, the state, the region, the nation and around the world.

This data is critical for reporting on Community Engagement across the institution and is used for reporting and assessment processes related to **the President's 2020 Plan Scorecard**, the **SACS Institutional Accreditation** process, and for affirmation as a **Carnegie Foundation Community Engagement University**.

<http://louisville.edu/communityengagement/community-engagement-partnership-1/community-engagement-partnership>

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Community Engagement

describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity (Carnegie Foundation for the Advancement of Teaching). For non Academic units we are interested in all of your outreach and service work with partners.

Partnership Projects

are mutually beneficial relationships between UofL faculty, staff, or students and an **external partner** related to service, research and/or teaching. University outreach and partnership project agreements or collaborative relationships can include applied research; support services to education, business, non-profit organizations, government, and community groups.



NOTE: Graphic adapted from the Community-Campus Partnership for Health (CCPH)

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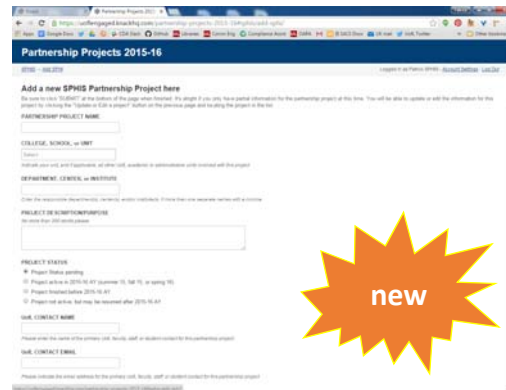
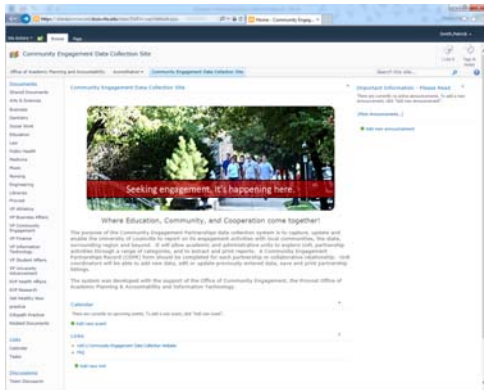
Notes about Partnership Projects

- The project with the external partner is the unit of data collection
- If a unit has 2 distinct projects with a single external partner, then each of the 2 projects will be entered on a separate form
- For example, CEHD may have a Teacher Training project with Bloom Elementary, and also a project to help 5th grade students learn to garden. These are 2 different partnership projects. Each of this will have its own entry/form in the database.
- In some cases, partnership projects may not have an ‘formal’ organizational partner, but partners with the community-at-large.

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Transition from SharePoint to new web-based system



<https://sharepointsecure.louisville.edu/sites/OAPA/cepr/default.aspx>

The reported 2014-15 partnership projects are in your folder on SharePoint. If its helpful for any reason please feel free to review these files on SharePoint. However we are transitioning to a new web-based system for the 2015-16 Academic Year, and will no longer be uploading new projects to SharePoint.

Email Pat Smith, *Coordinator of Community Partnership Assessment* at pat.smith@louisville.edu to get your password for the new web-based data collection system

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Data Collection Process

Project Contact at your Unit (Faculty, Staff, and/or Student)

The Partnership Project contact at the unit will work with the UC to provide information about new projects in the current academic year and to provide information in updating the projects from the previous academic year. This could be achieved 3 ways depending on what works best for the Project Contact:

- (1) The Project Contact can request a log in to work directly in the web-based system.
- (2) The Project Contact can fill out electronic forms and save to a shared network drive within the unit (*UC data entry required*).
- (3) The Project Contact can fill out or update hard copy forms and give to the UC for data entry.



Unit Coordinator (UC)

The Unit Coordinator will work closely with the Partnership Project contacts within their units to help project contacts add data for new projects and in helping project contacts update the projects reported in the previous year.

The web-based system provides a convenient platform adding new projects and for reviewing, sorting, and filtering the list of last years projects for updating.

However, it is recommended that the UC set up a Community Engagement Data Collection folder on their unit's network drive, and create subfolders with the names of Project Contacts in those cases where electronic forms can be shared and saved.



Coordinator of Community Partnership Assessment (CCPA)

The Coordinator for Community Partnership Assessment will work with the UCs in refining the data collection and updating process to meet the needs of the particular unit.

The CCPA is available to meet with UCs, in an ongoing basis if necessary, to help smooth the transition to the new web-based system, and in trouble shooting in issues that arise with both electronic and hard copy processes.

In addition, the CCPA can make helpful changes to the web-based system, and can also run reports that help UCs determine which projects need further updates or edits.

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Unit Home Page

Email Pat Smith, *Coordinator of Community Partnership Assessment* at pat.smith@louisville.edu to get your password for the new web-based data collection system

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Adding new Partnership Projects

Partnership Projects 2015-16

SPHIS → Add SPHI Logged in as Patrick SPHIS - [Account Settings](#) - [Log Out](#)

Add a new SPHIS Partnership Project here

Be sure to click 'SUBMIT' at the bottom of the page when finished. It's alright if you only have partial information for the partnership project at this time. You will be able to update or edit the information for this project by clicking the "Update or Edit a project" button on the previous page and locating the project in the list.

PARTNERSHIP PROJECT NAME

COLLEGE, SCHOOL, or UNIT

Indicate your unit, and if applicable, all other UoFL academic or administrative units involved with this project

DEPARTMENT, CENTER, or INSTITUTE

Enter the responsible department(s), center(s), and/or institute(s), if more than one separate names with a comma

PROJECT DESCRIPTION/PURPOSE
No more than 300 words please

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Adding new Partnership Projects (continued)

You will be adding partnerships projects active at any point in the 2015-16 Academic Year (summer 2015, fall 2015, spring 2016). When adding a new project be sure to click the 'ACTIVE' radio button

PROJECT STATUS

- Status pending
- ACTIVE: Project active between May 1, 2015 and April 30, 2016**
- NOT ACTIVE: Project finished before May 1, 2015
- Project not currently active, but may be resumed after April 30, 2016

START_DATE

END_DATE

UoFL CONTACT NAME

Please enter the name of the primary UoFL faculty, staff, or student contact for this partnership project

UoFL CONTACT EMAIL

Please indicate the email address for the primary UoFL faculty, staff, or student contact for this partnership project

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Adding new Partnership Projects (continued)

All projects in West Louisville are Signature Partnership Projects. Click the hyperlink to see a map of the area and search for the address of the project to determine if its in West Louisville.

If your project is international, and in multiple nations, separate each nation with a comma

WAS THE PARTNERSHIP PROJECT IN WEST LOUISVILLE?

- Status pending
- This project operates in West Louisville
- This project operates partially in West Louisville
- The project mainly serves a West Louisville population, but is not located in West Louisville
- Project is neither operating in West Louisville nor serving a mainly West Louisville population

[Click here to see a map and search for an address](#)

KY COUNTIES

Statewide

If applicable, please indicate the county or counties of operation for your partnership project, or indicate if your project is 'statewide'

U.S. STATE(s)

Alabama

If applicable, please indicate the US state or states where the partnership project was active

NATION(s)

If outside the U.S., please enter the nation or nations where the partnership project was active. If more than one, please separate with a comma

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Adding new Partnership Projects (continued)

Project Contacts will need to choose at least one Project Category for their partnership project

PROJECT CATEGORY

Select

From the drop down list, indicate the most suitable category for the partnership project. If applicable choose more than one.

- | | | |
|-------------------------------|---|--------------------------------|
| Adult Education | Environmental/Sustainability/Green projects | Public Health |
| Arts & Culture | Government | Outreach/Services |
| Community | Health Care | Public Policy |
| Development | Health Education and Wellness | Public Safety/Criminal Justice |
| Community Outreach or Service | Homeland Security | Research |
| Economic | Housing | Social Services |
| Development | Human Rights | Transportation |
| Education, Early Childhood | Legal Services | Urban Planning |
| Education, Elementary | Library Services | Youth Services |
| Education, General | Literacy and Language services | Other |
| Education, High | Network Services/IT | |
| Education, Middle | Professional | |
| Education, Postsecondary | Development/Services | |

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Adding new Partnership Projects (continued)

WAS THE PROJECT RELATED TO A UofL COURSE?

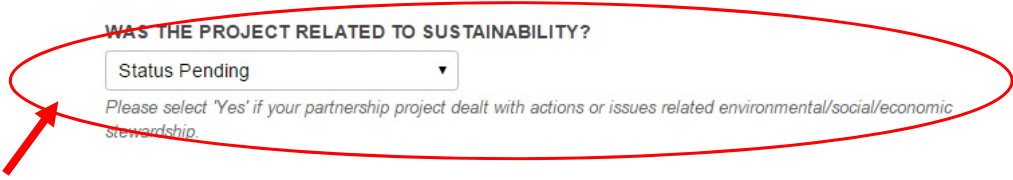
IF PROJECT IS RELATED TO A UofL COURSE, PROVIDE THE COURSE NUMBER(S)

WAS THE PROJECT PART OF THE SIGNATURE PARTNERSHIP INITIATIVE?

Projects carried out within, or partially within, West Louisville are considered Signature Partnership projects. [Click here](#) to see a map and search for an address

WAS THE PROJECT RELATED TO SUSTAINABILITY?

Please select "Yes" if your partnership project dealt with actions or issues related environmental/social/economic stewardship.



See the following page

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Adding new Partnership Projects (continued)

Listing of key words to watch for in indicating 'Sustainability' partnership projects. Any partnership project with one or more of these keywords in the title or description may be considered a 'Sustainability' project. (provided by the UofL Sustainability Council)

KEY WORDS			
adaptive cycle	ecotourism	mass transit	solar
adaptive reuse	edible landscapes	mindfulness	source reduction
air quality	energy conservation	multidisciplinary	stream restoration
alternative fuel	energy consumption	natural hazards	sustainability
anarchy	energy efficiency	neighborhood	sustainable agriculture
aquatic ecosystem	environmental	networks	sustainable architecture
architecture - environmental	environmental change	new urbanism	sustainable design
bicycle transit	environmental education	organic agriculture	sustainable development
biodiversity	environmental health	particulate	sustainable energy
biofuel	environmental law	peace	sustainable living
biomarker	environmental policy	place making	toxicology
biomass	exposure	pollution	transdisciplinary
bioregionalism	forest ecology	pollution prevention	transportation
bioremediation	gentrification	population	triple bottom line
brownfield	global change	POTW	urban
building materials	green energy	public participation	urban agriculture
carbon emissions	green infrastructure	recycle	urban canopy
carbon footprint	green movement	recycling	urban ecology
city planning	green purchasing	regional development	urban forest
climate change	green rooftops	renewable energy	urban renewal
community development	green-washing	resilience	urban soils
community gardens	hazardous waste	risk assessment	urbanism
community partners	inequity	rural development	urbanization
complete streets	invasive species	sense of place	vulnerability
eco-agriculture	landscape architecture	smart growth	walkability
ecological	landscape urbanism	social change	walking city
ecological footprint	LEED	social justice	waste management
ecology	liver toxicity	social responsibility	water quality
economic development	local food	social-ecological system	watershed
ecosystem	low-impact development	soil	wetland

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Adding new Partnership Projects (continued)

Select the JCPS schools involved with the Partnership Project. If all schools in a particular category are a part of the partnership project, then select the 'All Schools' option.

WAS THE PROJECT AT A JCPS ELEMENTARY SCHOOL?

If applicable, please indicate the JCPS elementary school or schools where your project was involved

WAS THE PROJECT AT A JCPS MIDDLE SCHOOL?

If applicable, please indicate the JCPS middle school or schools where your project was involved

WAS THE PROJECT AT A JCPS HIGH SCHOOL?

If applicable, please indicate the JCPS high school or schools where your project was involved

WAS THE PROJECT AT A JCPS SPECIAL SCHOOL?

If applicable, please indicate the JCPS special school or schools where your project was involved

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Adding new Partnership Projects (continued)

IMPACT CATEGORIES

- Community Building
- Community Education
- Community Organizing
- Community Research
- Direct Service - People
- Direct Service - Product
- Economic Development
- Fundraising
- Need more info

(see listing at <http://louisville.edu/communityengagement/community-engagement-partnership-1> for more info)

IMPACT CATEGORY

Please select as many categories as apply to your partnership project. See the listing of Impact Types.

IMPACT ON UofL

Describe the impact this partnership has on the University of Louisville or your unit. Indicate linkage to engage teaching, research or service mission. No more than 300 words please.

IMPACT ON UofL

The narrative for 'Impact on UofL' need not be lengthy, but should describe the difference or outcomes observed or expected related to students, faculty, staff, the unit, and or the institution as a whole.

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Adding new Partnership Projects (continued)

DOES THIS PROJECT INVOLVE 'ENGAGED TEACHING'?

Community Engagement in Teaching may include community based learning, practice based and service learning

DOES THIS PROJECT INVOLVE 'ENGAGED RESEARCH or SCHOLARSHIP'?

Community Engagement in Research and Scholarship may include community based participatory research, practice based research, and scholarship

DOES THIS PROJECT INVOLVE 'ENGAGED SERVICE'?

Community Engagement in Service may include community service, practice based service, civic engagement, and outreach

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Adding new Partnership Projects (continued)

IMPACT ON THE COMMUNITY

Please describe the impact this partnership project has on the community. Indicate issues being addressed, number of individuals served, and benefits. No more than 300 words please.

The narrative for 'Impact on the Community' need not be lengthy, but should describe the difference or outcomes observed or expected in the community of service, as a result of the partnership project.

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Adding new Partnership Projects (continued)

NUMBER OF STAFF INVOLVED

Please provide the number of unduplicated headcounts of all staff involved in this partnership project this academic year

NUMBER OF ALUMNI INVOLVED

Please provide the number of unduplicated headcounts of all alumni involved in this partnership project this academic year

NUMBER OF STUDENTS INVOLVED

Please provide the number of unduplicated headcounts of all students involved in this partnership project this academic year

HOW MANY STUDENT HOURS?

Please provide the aggregated number of student hours spent on this partnership project

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Adding new Partnership Projects (continued)

Here we are requesting the estimated amount of external funding received by your unit in the current Academic Year for the partnership project.

IS THERE EXTERNAL FUNDING ASSOCIATED WITH THIS PROJECT?

- Yes
- No
- Status Pending

INDICATE TYPES OF GRANT FUNDING ASSOCIATED WITH THIS PROJECT

Please select 'Not Applicable' if there is no grant funding associated with this partnership project

INDICATE TYPES OF OTHER FUNDING ASSOCIATED WITH THIS PROJECT

Please select 'Not Applicable' if there is no other funding type associated with this partnership project

WHAT IS THE TOTAL AMOUNT OF FUNDS RECEIVED THIS YEAR?

Please enter the estimated amount of total external funding received for the project May 1, 2015 - April 30, 2016

WHO IS THE PRINCIPAL INVESTIGATOR?

If applicable, please enter the name of the Principal Investigator associated with the grant for this partnership project

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Adding new Partnership Projects (continued)

There is space for Org Name, Contact Person, Org Address, and Contact Person Email for 3 different organizations, if you partnership project involves more than one external partner.

NAME OF THE EXTERNAL PARTNER ORGANIZATION #1

If there is more than one external partner organization or group associated with this project then list those below

PARTNER CONTACT PERSON #1

Enter the name of the primary contact person affiliated with the partnering organization or group

PARTNER ADDRESS #1

Separate street address, city, state, and zip with commas. For example 111 Main Street, Louisville, KY, 40208

PARTNER EMAIL #1

Please enter the email address for the person listed as 'Partner Contact Person #1'

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Adding new Partnership Projects (continued)

ADD ADDITIONAL PARTNERS

If the project has more than three external partners please list the additional partner information here omitting address. Separate the items with commas. For example Partner Org #4, Contact Person #4, Partner Email #4, Partner Org #5, Contact Person #5, Partner Email #5, etc.

If the partnership project involves more than 3 external partners, please list the additional partner information here omitting address, with each item separated by a comma.

INDICATE THE PARTNER AGREEMENT TYPE FOR THIS PROJECT

Status pending ▼

Please select 'No formal contract/guidelines/agreements' for partnership projects without formal agreements

Partner Agreement types include: 'Memorandum of Agreement', 'Memorandum of Understanding', 'Other formal Contract/Guidelines', and 'No formal contract/guidelines/agreements'

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Adding new Partnership Projects (continued)

Be sure to click to 'Submit' after entering the data for the partnership project or the data will not be recorded.

After you click 'Submit' you will be able to Update or Edit your new projects via the process described on the next page of this document.

LAST EDITED BY

Before clicking "SUBMIT" below, please enter your name here

DATE OF LAST EDIT

YOUR EMAIL ADDRESS

Before clicking submit, please enter your email here

THIS PROJECT HAS BEEN APPROVED BY UNIT COORDINATOR

Please indicate 'Yes' once all the form is complete or after an existing project has been updated

DATA COLLECTION NOTES
Use this area to record notes related to the data collection for this partnership project. For example, if a particular item remains 'Status pending', please briefly explain why

Submit

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Update or Edit a Partnership Project

Partnership Projects 2015-16

Logged in as Patrick SPHIS - [Account Settings](#) - [Log Out](#)

SPHIS Partnership Projects 2015-16

Please click the 'Edit or Update a project' button and review all the projects listed here. Last academic year's projects are listed here and it is likely you will need to update information for these projects. If projects were not active this academic year, please change their 'Project Status' to inactive for 2015-16.

Update or Edit a project by clicking this button

Unit Home Page

Email Pat Smith, *Coordinator of Community Partnership Assessment* at pat.smith@louisville.edu to get your password for the new web-based data collection system

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Update or Edit a Partnership Project (continued)

All of the data from last year's partnership projects are currently loaded here with 'Project Status Pending'. Several fields, including the number of people involved, will need to be updated. When you and the Unit Contact are the info is up to date, update the Project Status.

Partnership Projects 2015-16

SPHIS - Update or Edit a project Logout as Frank SPHIS - Account Settings - Log Out

List of SPHIS Partnership Projects
 This list includes all the projects that were submitted for last year. You will need to update the "Project Status" for projects that were not active in the 2015-16 Academic Year. As you submit new projects on the "Add a new project" page they will appear in this list.

Showing 1-25 of 47 [add filter](#) Page 1 of 2 < >

PROJECT NAME	ADIP
PROJECT DESCRIPTION	Meningitis and Vaccine Preventable Diseases
PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Richard Cover
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Parker, Barbara
edit	

PROJECT NAME	Adolescent Diversion Project
PROJECT DESCRIPTION	Adolescent Diversion Project (ADP) enhances juvenile delinquents investment, commitment and value into themselves, school and the community. Also, the program helps to reduce their interest to engage in juvenile delinquency and risky behavior. Delinquency is a result of underlying family, social and personal conflicts caused by lack of resources, community investment and unmet needs. ADP will use a multi-faceted, community strength based intervention strategy (A.I.M.A.T.). Assess the youth's strength and unmet needs. Implement strategies to access resources to support and/or enhance their strengths, and fulfill their unmet needs. Monitor progress. Adjust for unforeseen challenges. Terminate the advocate involvement to allow the delinquent youth to practice self advocacy.
PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Tamm Thomas
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Ingram, Monique
edit	

PROJECT NAME	SOUVICE Building Resilient Children and Families
PROJECT DESCRIPTION	Project addresses the strangle unmet health care needs. It endeavors to improve the future health of children in Louisville, fostering the skills to bounce back from adversity with resiliency and grit. Through the collaboration of diverse community partners, we address the root causes of poor health in our most vulnerable children by implementing a trauma-informed model for Jefferson County Public Schools and communities. We seek to improve the knowledge and skills of providers of out-of-school time programming to help them recognize the impact of adverse childhood experiences, ultimately equipping them to help youth develop resiliency and the ability to cope with trauma.
PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Richard Wilson
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Barbara Parker
edit	

Update or Edit a Partnership Project (continued)

Edit Partnership Project by clicking 'Edit' under each listed item

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Showing 1-9 of 9 **UoLCONTACT contains jacobs** [add filter](#)

PROJECT NAME	Cooperative for Assistance and Relief Everywhere, International (CARE Peru)
PROJECT DESCRIPTION	MPH students are required to complete a practicum experience which consists of 336 hours. Students seek out a practicum site or select from a list of sites. The practicum experience combines didactic learning with practical experience to enable the student to achieve the public health competencies that are necessary to carry out the core functions of public health.
PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Robert Jacobs, PhD
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Holkamp, Judy
edit	

PROJECT NAME	Family Engagement Series Development and Implementation
PROJECT DESCRIPTION	MPH students are required to complete a practicum experience which consists of 336 hours. Students seek out a practicum site or select from a list of sites. The practicum experience combines didactic learning with practical experience to enable the student to achieve the public health competencies that are necessary to carry out the core functions of public health.
PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Robert Jacobs, PhD
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Holkamp, Judy
edit	

Update or Edit a Partnership Project (continued)

Some of these projects will have expired and will not have been active in the current 2015-16 Academic Year.

If this is the case, update project status to **'Project finished before 2015-16 AY'** or **'Project not active, but may be resumed after 2015-16 AY'**

Partnership Projects 2015-16

SPHIS - Update or Edit a project

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PROJECT STATUS	Project Status pending
UoL PROJECT CONTACT	Richard Wilson
LAST EDITED BY	
ORIGINALLY SUBMITTED BY	Barbara Parker
edit	
add	

Update or Edit a Partnership Project (continued)

Search the listing to display only projects with a particular key word

Filter the list to show only projects related to a particular Unit Contact Person

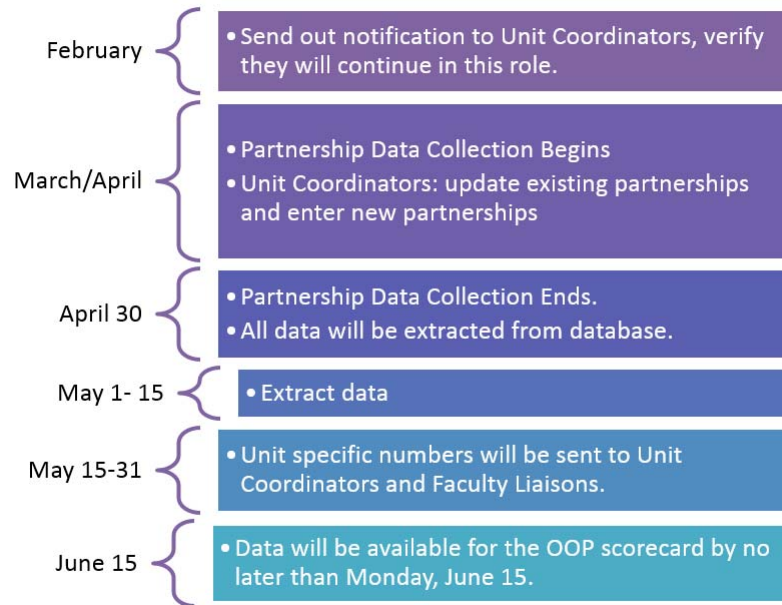
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edit	
add	

Partnership Project Data Collection Timeline



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Data Collection Tips

- When updating/editing look for fields that say 'status pending'
- These will need data updated
- If you don't have the info at hand, make a note in the data collection notes area at the bottom of the page

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Questions or Assistance?

- Contact Pat Smith at pat.smith@louisville.edu
- We can run custom reports for you that help you update existing partnership projects
- We are available to meet with you about refining the data collection process within your unit, and in looking for opportunities to simplify data collection processes

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