

Partnership Data Collection Manual

The Office of the Vice President for Community Engagement

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Community Partnership Data Collection Overview

Description of the Partnership Data Collection:

To begin measuring the growth in Community Engagement Partnerships a data collection system was developed in 2009 to capture, update and enable UofL to report on its engagement activities with local communities, the state, surrounding region and beyond. We now have three years worth of data available.

The database demonstrates the ways in which faculty, staff, and students are partnering with the community and the way the university serves the local community, Kentucky, the region, the nation and around the world.

Goal:

As faculty, staff and students become increasingly involved in the community it is imperative to have a mechanism in place that will capture the emerging partnerships and allow for sustainable growth and university-community commitment.

What is a Community Partnership:

University outreach and partnership agreements or collaborative relationships can include applied research; support services to education, business, non-profit organizations, government, and community groups. The report should be limited to agreements between the institution and an external entity only, NOT an individual faculty member and an external entity. In other words, only report partnerships that would continue even if the associated faculty member left the university.

Partnerships or Collaborative Relationships exhibit several of the following characteristics:

- a. Are tied to an external community partner organization(s).
- b. Focus on a community need or issue.
- c. Activities are of mutual benefit to the partner and the university.
- d. Provides opportunities for faculty, staff and students to participate in community-based learning, research or service.
- e. Are usually formalized, and may have a contract or memorandum of agreement to specify the terms of operation.
- f. May be funded from a variety of sources including university funds. Some partnerships are unfunded and have only in-kind support.
- g. May be a fee for service or professional development training provided in support of a public or community organization.

Data Collection Process:

- **Who:** The data collection is facilitated by the Office of Community Engagement by working closely with an assigned unit coordinator in each unit/department. The Unit Coordinators

are critical to maintaining the integrity of the data entered. Each unit has access to this data for their use and reporting needs.

- **When:** Mass data collection every spring
- **Where:**
 - The data is managed and housed in SharePoint. SharePoint Site: <https://sharepointsecure.louisville.edu/sites/OAPA/cepr/default.aspx>
 - The survey instrument was developed with InfoPath.
- **Why:** This allows for us to archive past partnerships and export the current reports into EXCEL to make it easier to extract the pieces needed for various reports. This system also allows UofL to capture how students, faculty and staff are engaged in the community.
- **Data Use:** The data derived from this collection is used for multiple university reports like the President's Scorecard, Presidents Higher Education Honor Roll, Campus Compact Report, supporting documentation for the Carnegie Classification for Community Engagement, and reports by county for the President's Outreach Tour. This data is also reflected on the Office of Community Engagement Data Dashboard.

InfoPath Data Collection Form



Community Engagement Partnerships Data Collection Form University of Louisville

This form should be completed for each partnership or collaborative relationship. Unit coordinators will be able to add new data, edit or update previously entered data, save and print partnership listings. This system was developed with the support of the Office of Community Engagement, the Provost Office of Academic Planning & Accountability and Information Technology.

UofL Unit Information

Indicate the responsible CSD (college, school, or division): Indicate the responsible department(s) or center(s):
 Select... * "Click here and type"
(If more than one University Unit is involved, please click on "Insert Item" button below to add additional information.)

Insert item

Partnership General Information

What is the name of the partnership project? "Click here and type." *

Who is the UofL contact or director? "Click here and type."
 E-mail: Phone #:

Project Description/Purpose (please no more than 100 words): What state is the partnership located? Select...
 "Click here and type." * If non-U.S. please list the country: "Click here and type."
 If located in KY, indicate the county(-ies):
 Statewide
 Adair
 Allen

Community Partner Information

Name of Community or External Partner: "Click here and type." *

Name of contact person: "Click here and type."

Mailing address:

Phone #: E-mail: Web Address:

Categorize this partnership organization (please select only one):
 Educational Institution Non-profit Organization
 For-Profit Business/Corporation Professional Association
 Government Agency Other
 Health Care

(If more than one Community Partner is involved, please click on "Insert Item" button below to add additional information.)

Insert item

Additional Partnership Information

Project Start Date: This project is on-going. Project End Date:
 If the project is on-going, please leave the **Project End Date** blank.

This project has a: Indicate if the project has a relationship to these university initiatives (please check all that apply):
 Ideas to Action
 Signature Partnership
 Sustainability/Green Projects

Additional Notes/Information (optional):

Project Category (Education/Research/Service)
 Indicate the primary category this project falls under. If applicable, identify up to two additional categories.
 Primary (required): If you selected "other," please provide a brief description of which this project fits:
 Second (optional): "Click here and type."
 Third (optional):

If this partnership falls under "education", please identify the institution, system, organization:

If this partnership involves Jefferson County Public School district, please identify the school(s) involved:

| JCPS Elementary School | JCPS Middle Schools | JCPS High Schools | JCPS Special Schools |
|--|---|--|---|
| <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Atkinson <input type="checkbox"/> Auburndale <input type="checkbox"/> Audubon Traditional | <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Barret Traditional <input type="checkbox"/> Brown School <input type="checkbox"/> Carrithers | <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Academy at Shawnee <input type="checkbox"/> Atherton <input type="checkbox"/> Ballard | <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Ahrens Educational Resource Center <input type="checkbox"/> Audubon <input type="checkbox"/> Bellewood |

Funding Information

Is there funding associated with this project? Yes No

Is this funding renewable? Yes No

If yes, what's the amount of the funding? \$00,000

Funding Source(s)

Name of the Funding Agency: "Click here and type."

(List the percentage of funding associated within the selected category. The total should equal 100%)

| | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| Non-Profit Organization: | <input type="text"/> | Public/Neighborhood Organization: | <input type="text"/> |
| Federal Government: | <input type="text"/> | Corporate Gift: | <input type="text"/> |
| State Government: | <input type="text"/> | Private Foundation/Organization: | <input type="text"/> |
| Local Government: | <input type="text"/> | Self-Funded/Fee for Services: | <input type="text"/> |
| University: | <input type="text"/> | Other: "Click here and type." | <input type="text"/> |

Total Funding Percentage: List percentage in the selected category. The total for all funding source should equal 100%

(If more than one Funding Agency is involved, please click on "Insert Item" button below to add additional information.)

Insert item

Impact

Impact on UofL

(Please describe the impact this partnership has on the University of Louisville or your unit. Describe linkage to teaching, research or service mission and benefit to the unit. Below the box, please check the primary area of impact. No more than 100 words please.)

"Click here and type."

Teaching Research Service

UofL Involvement (Please provide the number of unduplicated headcounts of all individuals, FT or PT, involved in this partnership and the total number of student service hours for this partnership.) *see instructions for detailed descriptions.

Faculty: Staff: Student(s): Student Hours (total) Alumni:

Impact on Community

Please categorize (select only one) the impact of this partnership: Select...

(Please describe the impact this partnership has on the community. Indicate issues being addressed, number of individuals served, and benefit to the community. No more than 100 words please.)

"Click here and type."

Submitted by: hale, katrease

E-mail Address: skhale01@louisville.edu

Reviewed & Approved by Unit Coordinator

This partnership has expired or is no longer valid.

As of: 

Community Engagement Partnerships Data Collection Form

Step-by-step form instructions

Please follow these instructions to complete each section of the form. As you enter the partnerships for your unit, if you have a program/project that is involved in multiple locations, counties, or schools, it can be entered as one partnership and you can select all locations and schools that apply. EXCEPT – if there is a combination of signature partnership schools and non-signature partnership schools; in an effort to track the involvement with our signature partnership schools we would ask that they be entered separately so you can indicate that the partnership is a signature partnership (university initiatives section of form).

1. UofL Unit Information

- Enter the unit responsible for the partnership. Examples—College of Business, College of Arts and Sciences, or Provost.
- Enter the department or center responsible for the partnership. Examples—Philosophy, Biostatistics, or Urban Studies Institute.

2. Partnership General Information

- In this section, provide general information about your partnership: Name of project, UofL contact or director and his or her contact information, short description of the project, and location(s).
- Location: If your partnership is located in the U.S., indicate the state. If your partnership is not located in the U.S. indicate the country in which it is located. If you partnership is located in Kentucky, please select the county (-ies) in which it is located. You may select multiple counties or just indicate it is “statewide”.

3. Community Partner Information

- In this section, provide specific information about the Community or External Partners involved: Name, contact person and his or her contact information, and type of partnership.
- Partnership organization type: select only one of the options that best describes your partner. For example, if your partner is Metro Louisville Health and Wellness, select Government Agency. If your partner is a public school, select Educational Institution.
- If there are multiple partners then select “insert item” at the bottom of the Community Partner Box and you can add additional partners.

4. Additional Partnership Information

- In this section, please provide additional information about your partnership.
- Provide the start and end dates. If there is no set end date, then the project is on-going.
- UofL is involved in several university-wide initiatives: Ideas to Action, Signature Partnership, and Sustainability/Green Initiatives. If applicable, select the appropriate boxes. If your partnership is not part of any of these initiatives, do not check any boxes.

Project Category:

- Select the primary category this project falls under from the drop down menu.
- If your project falls under more than one category, select one primary category (the category that best describes your project). You can then have the option to delegate a second and third category.
- If you select “other” as a category, describe this in the box provided.
- If your project falls under any of the education categories, additional information is needed:

- Indicate the educational institution, system, or organization involved. If the school(s) involved are not in JCPS they can be listed in the box provided.
- If your project involves JCPS, check the appropriate boxes to indicate which school(s) the partnership is in.

5. Funding Information

- If your project received funding, please complete this section. If your project receives no specific funding, you may skip this section.
- Provide the amount of funding, and the name of the funding agency.
- Next, list the percentage of funding associated with each category. For example, your project might receive:
 - 25% from United Way (non-profit)
 - 25% from the Department of Health and Human Services (federal government)
 - 50% from UofL (University)
 Total the percentages from all of your sources. The total must equal 100%.

6. Impact

Describe the impact your project has on UofL (or your unit):

- Check the box that best describes your projects primary area of impact at UofL: teaching, research, or service.
- Provide the number of faculty, staff, students and alumni involved in the partnership. Count each individual, regardless of their status as part-time or full-time.
- Provide the **total** number of student service hours associated with this partnership.

Example 1: during the course of the data collection year **10** students served **3** hours each, put **30** hours in the space provided.

Example 2: during the course of the data collection year;

5 students served 4 hours

4 students served 7 hours

Total hours = $(5 \times 4) + (4 \times 7) = 20 + 28 = \mathbf{48 \text{ total hours}}$

Describe the impact your project has on the community. Select the geographical level of impact:

- **Local** - Impact is on Metro Louisville, including Southern Indiana. The UofL assigned service area is Jefferson, Bullitt, Oldham and Trimble counties
- **Kentucky** - Impact is on areas of Kentucky outside of Metro Louisville, but not the entire state
- **State-wide** - Impact is on all of Kentucky
- **Regional** - Impact is on Kentucky and surrounding states--Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, West Virginia
- **National** - Impact is on U.S.
- **International** - Impact is on area outside of the U.S

Please describe impact – number of individuals served, indicate issues addressed, benefit to the community (no more than 100 words).

7. Submission

- Provide the name and contact information of the person completing this form.

Technical Notes – Points to consider

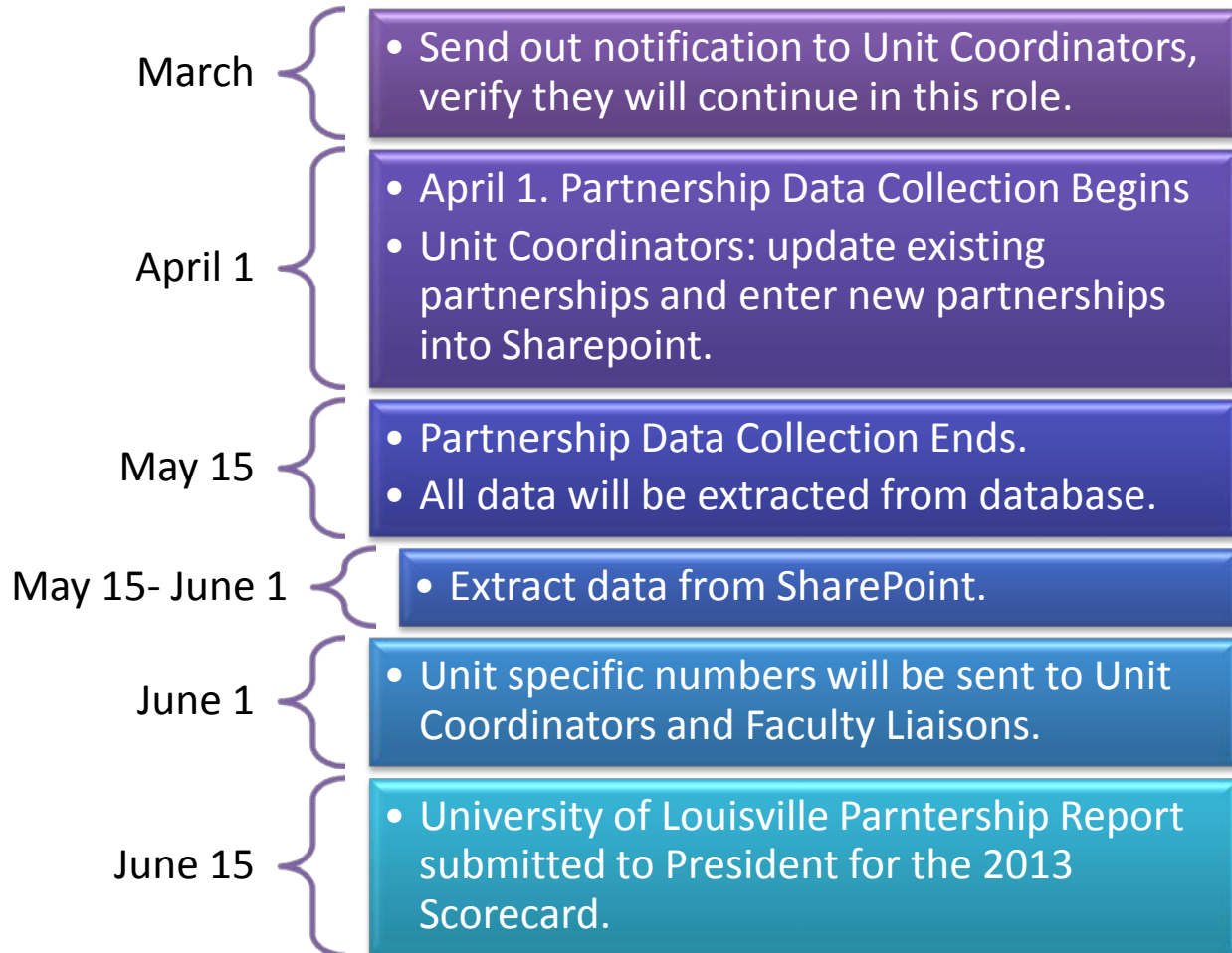
- **SharePoint Member** - Individual membership must be assigned to participate in the SharePoint Data Collection Site.
 - Email messages are sent to those given access to the CEPR SharePoint site
 - Within the email, a direct web address is provided to access the CEPR site and a web link to the membership group is provided directly beneath the CEPR web address
 - If you were sent an Email but misplaced it, you can type in <https://sharepointsecure.louisville.edu/sites/OAPA/cepr> or visit the Community Engagement website and navigate to Community Engagement Partnership for an electronic link to the SharePoint site.
- **Active Directory** - Logging into SharePoint requires the use of your UofL User ID and password
 - **NOTE:** Your UofL User ID must be preceded by “ad\” (i.e. **ad\fm1ast01**); without the **ad**, you will not be allowed access into the SharePoint site. Individuals typically use the “/” which is often used in web addresses. Please ensure you are using the slash located beneath the ‘backspace’ button.
- **Internet Browser Compatibility** - You must use **Internet Explorer** to successfully access and navigate through SharePoint. Many individuals choose to use Mozilla, Chrome, and other browsers. For this process, please use **Internet Explorer**.
- **Microsoft InfoPath** - Please ensure that you have the most up-to-date Microsoft Office package. In particular, the form that is being utilized requires **Microsoft InfoPath 2010**. You may have an older version of Microsoft Office and may be hesitant to upgrade. If this is the case, your *Tier 1* should be able to install **InfoPath 2010 only** on your computer. You do not need to be familiar with using Microsoft InfoPath 2010, but will need it to access the form we have built for the data collection process.

Data Entry Reminders:

- Always work within your **ACTIVE** folder. This is the only place that existing partnerships should be updated or new partnerships should be added.
- If you know of any scholarship (presentations, publications, technical papers...) to result out of a partnership, please also upload that to the SharePoint site as well.
- When updating partnerships:
 - If the partnership is no longer active, mark it as inactive at the bottom of form.
 - How to add a partnership:
 - Once in the Active Folder: Click on Documents: Add new document.
 - OR: if you have downloaded the form and had someone else fill it out, after clicking on Documents: Upload form.
 - Before closing the form: SAVE. You can always come back and make changes.
 - The fields that most likely change from year to year:
 - The **number of students, Faculty and Staff**
 - Total **number of student hours**

Community Engagement Partnership

Data Collection Timeline



Note: The SharePoint site is always open and available for updates; however, the April 1 – May 15th is the structured time for data entry.