



# ePortfolio Workshop

Dr. Sarah Solley

01.20.2020

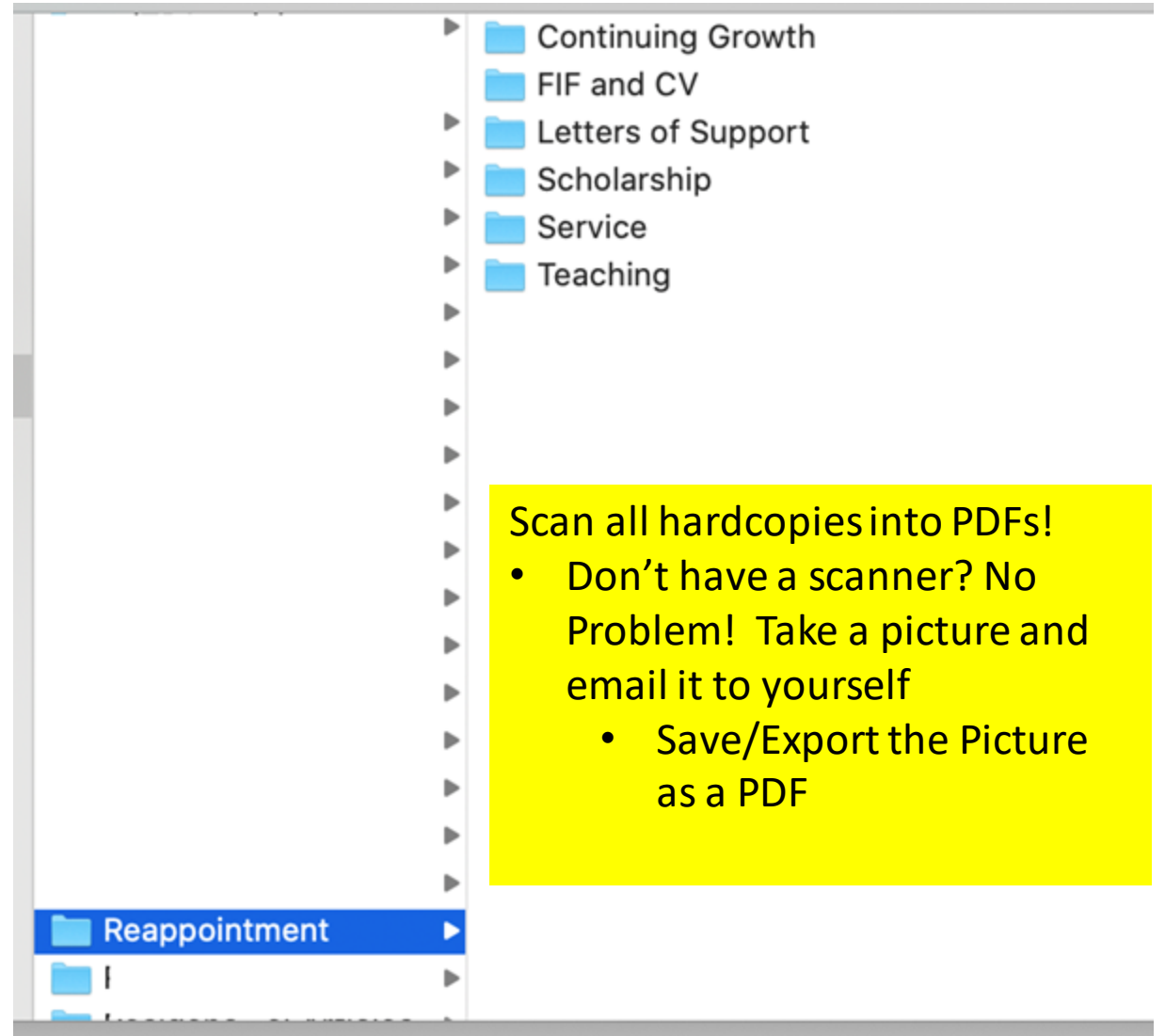
# Agenda

- Introductions
- Steps to Creating your ePortfolio
  - Step 1: Get Organized
  - Step 2: Choose a Platform
  - Step 3: Begin Designing
  - Step 4: Review
  - Step 5: Publish
  - Step 6: Maintenance
- Examples
- Q & A



# Step 1: Get Organized

- Set up a 'Reappointment' File Folder
  - LABEL and DATE EVERYTHING
    - FIF/CV
    - Teaching
    - Scholarship
    - Service
    - Continuing Growth
    - Letters of Support





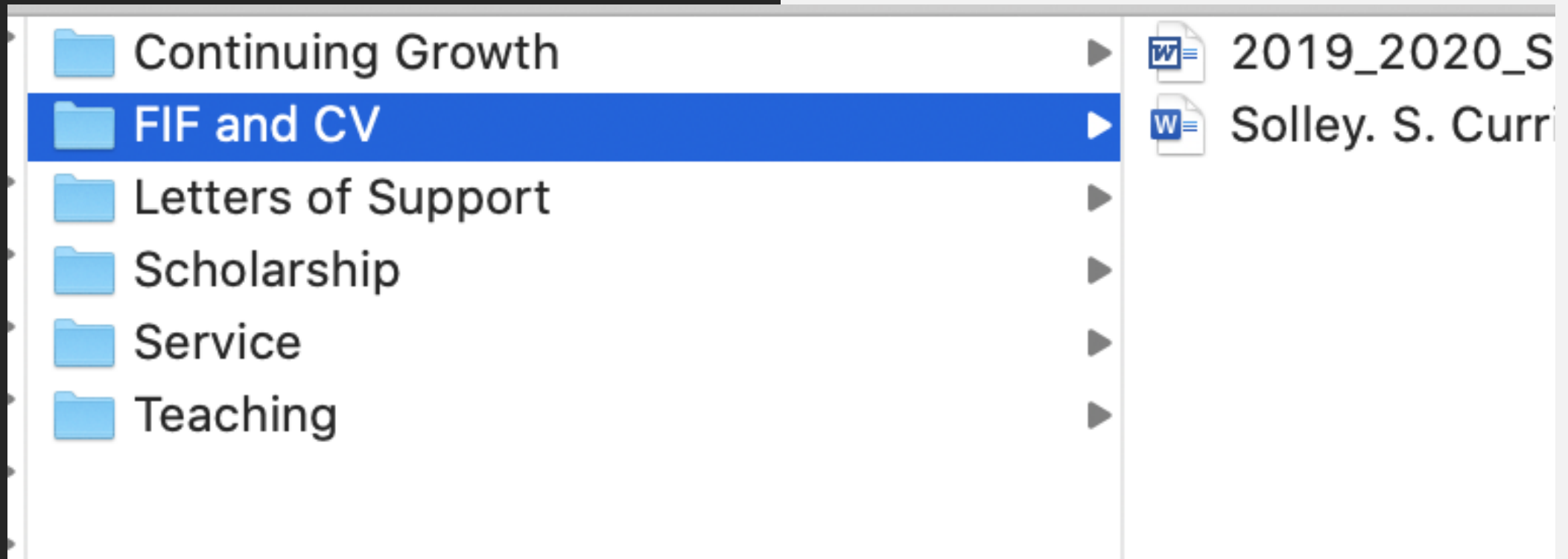
# Notes from the Provost and the Deans

---

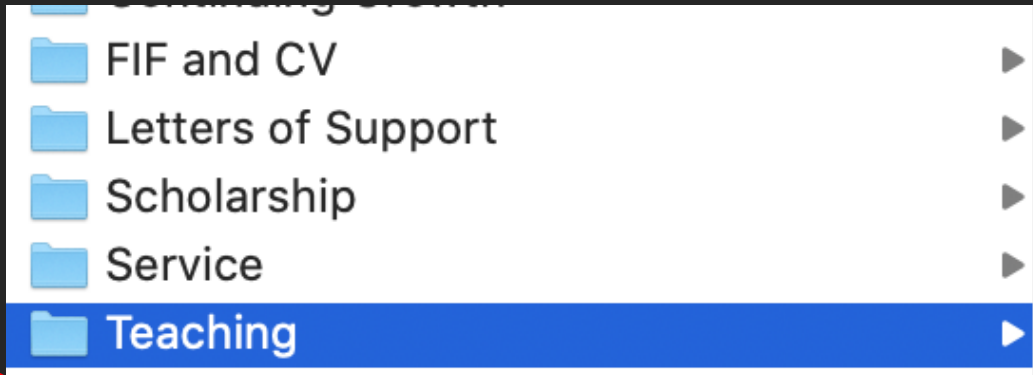
- How should they refer to the information in their binders? Folks want to be able to highlight their growth but are nervous that they will need to scan their entire binders in order to do that.
  - For a promotion binder, I would want to see a summary of their end of course evals and everything else should be linked from files. For those just getting started, it is easy to go all electronic, but this may involve a lot of scanning. A professor in business ran into this issue but had a willing departmental assistant help him. Otherwise, we have central scanners, and they are pretty quick.
- One suggestion that was brought up from a participant was to put a statement in their electronic portfolio that stated something like "previous binders available by request." Would this be alright?
  - For a promotion binder/tenure, etc., We would want to see as much as they have to make their case. Submit everything that you feel is relevant.
- **School of Arts and Sciences**- Dean Galbraith asks that specific questions be directed to her. She stresses hard the concept of carefully curating materials to make a clear case that they're meeting the standards and want that message to stay front and center.
- **Crane**- Dean Pearson would like to emphasize the transition of pervious materials into the digital format as needed to make a clear and strong case. She supports listing of webinars/workshops attended. Registration emails would be fine for things off campus.

# Step 1: Get Organized

- Faculty Information Form
- Updated Curriculum Vitae



# Step 1: Get Organized



Some folks have their binders on campus- and were wondering how to highlight their growth from student surveys. Should they come to campus to get past surveys and scan them in? Or should they focus on the past two semesters that have been done electronic?

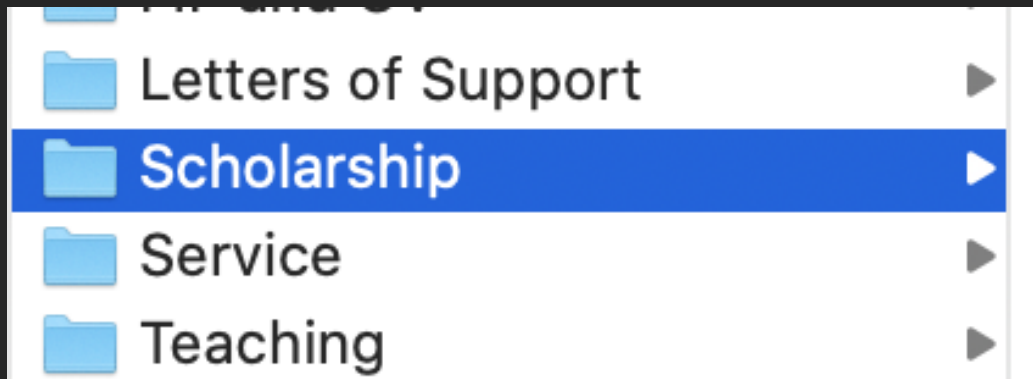
Work with what they can access for now. If they are not a faculty member who is coming to campus due to COVID, what they can access is OK for now.

## Teaching

- Reflective Narrative
- Summary Data and Reflections from Student Surveys
- Documentation of Instructional Classroom Practices
- DEI Practices
- Sample Syllabi, course assignments, exams, etc.
- Evidence of innovative instruction
- Letters from Colleagues who observed your class
- Honors/Rewards received related to teaching

[https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa\\_potsdam\\_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev](https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa_potsdam_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev)

# Step 1: Get Organized



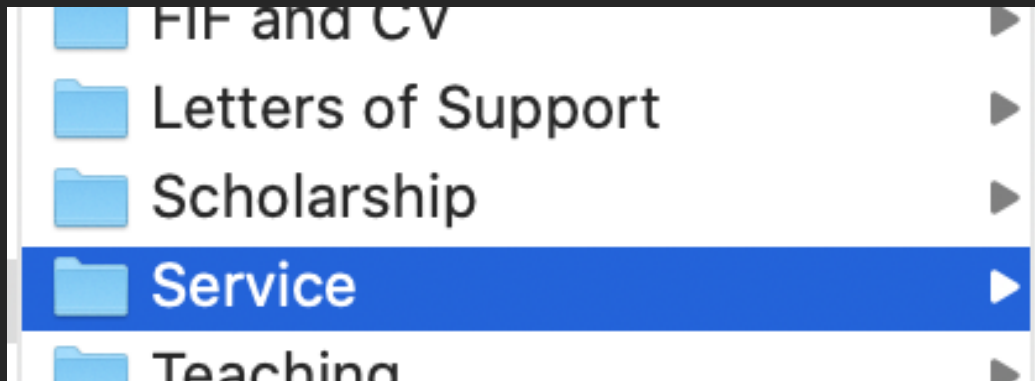
---

## Scholarship/Creative Activity

- Reflective Narrative
  - Include Future plans
- Documentation related to publications or juried work
- External Letters (not required)
- Honors/Rewards received related to Scholarship/Creative Activity

[https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa\\_potsdam\\_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev](https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa_potsdam_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev)

# Step 1: Get Organized



---

## Service

- Reflective Narrative
  - How does your service support the mission of the dept., school, academic affairs, campus, etc.
- Service related to DEI
- Documentation of active participation in committees as it pertains to extraordinary service
- Evidence of active participation outside of campus
- Honors/Rewards received related to Service

[https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa\\_potsdam\\_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev](https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa_potsdam_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev)



# Step 1: Get Organized

## Continuing Growth

FIF and CV

Letters of Support



Most faculty attended several webinars over the past 8 months- but they were not necessarily given a certificate or a badge of completion. Is it okay for them to list and date the webinars? Should they include an email confirmation that they registered?

**Yes—list them. We generally trust folks on whether they attended something or not.**



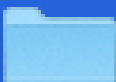
---

## Continuing Growth

- Documentation that highlights how you are keeping up with new developments in your field
- Documentation that highlights how you are enhancing your skills and knowledge related to your increased responsibility on campus

[https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa\\_potsdam\\_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev](https://sunypotsdam-my.sharepoint.com/:b:/g/personal/solleysa_potsdam_edu/ETWEISBuzdxJkOjx1fuU70IB3S4vn8uY0-dXHjuaNL2SXQ?e=dLEiev)

# Step 1: Get Organized

-  Continuing Growth
-  FIF and CV
-  Letters of Support

---

## Letters of Support (not conclusive)

- Individual from your department
- Individual that can attest to your service
- Individual outside of your department
- Community Member

July  
1.7

Questions

## Step 2: Choose a Platform

---

### Examples:

- OneNote
- Adobe Spark
- OneDrive
- Google Drive
- WordPress
- Weebly
- Wix
- Square Space
- Portfolio Gen



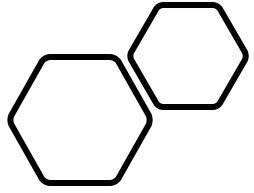
# Step 3: Begin Designing

## Welcome Page/Table of Contents

- Provide a Video or Narrative that walks your reviewers through your portfolio

## Set up your tabs

- CV
- Faculty Information Form
- Teaching
- Scholarship/Creative Activity
- Service
- Continuing Growth
- Letters of Support
- Any Additional Information



## Step 4: Review



STEP AWAY FOR 24-48 HOURS  
AND THEN REVIEW IT



HAVE A PEER/MENTOR  
REVIEW IT

Step 5:  
Publish/Share

A close-up photograph of a computer keyboard. The central focus is a large, bright green key with the word "SHARE" printed on it in bold, white, sans-serif capital letters. The key is slightly raised and has a glossy finish. Surrounding this key are other keys in a light purple or lavender color, including one with a black "F" and another with a black "1" and a vertical bar. The lighting is soft, creating subtle shadows and highlights on the keys.

# Step 6: Maintenance

- Find a system that works for you
- Suggestion: Dated Folders (e.g., 2020\_2021 Academic Year)
- Continue to add materials and documents to it.





# Presenter Examples

- [Portfolio Gen](#)
- [OneNote](#)



