



UNIVERSITY ADMINISTRATION SUPPORT PROGRAM  
FELLOWSHIPS IN UNIVERSITY ADMINISTRATION  
Supported by the Carnegie Corporation of New York

Part 1.  
(22.09.2012 – 4.10.2012)

# WORKPLAN

## Alexander Spivakovsky



Home University: Kherson State University  
Host University: Eastern Washington University



**EASTERN**  
WASHINGTON UNIVERSITY

# September, 22<sup>nd</sup>, 2012

## Activity

- ❖ Meeting with host university coordinator and scientific advisors:
  - Gary Pratt,
  - Catherine Dixon,
  - Nora Merkel.
- ❖ Campus Orientation.



## Goal

- ❖ Discussion of research interests and case study topic.
- ❖ Planning of possible meetings and activities.
- ❖ Tour of the campus, taking a view of the carrel, checking computer and phone access.
- ❖ Receiving EWU ID and account.



# September, 22<sup>nd</sup>, 2012

## Activity

- ❖ New Student Convocation at Eastern Washington University.

## Goal

- ❖ Getting knowledge of EWU traditional annual public events.
- ❖ Acquaintance with academic and administrative staff.



[Watch Video](#)

# September, 24<sup>th</sup> , 2012

7:15 a.m. – 10:00 a.m.

## Activity

- ❖ Welcome Back Breakfast

## Description

- ❖ All faculty and staff were invited to attend the annual “Welcome Back Breakfast” to start the year off.
- ❖ Presentations of scholarship funds and addresses from university, faculty local community members accompanied the breakfast.
- ❖ The Welcome Back Breakfast was jointly sponsored by the West Plains Chamber of Commerce, EWU Faculty Organization and EWU President’s Office.



[Watch video](#)

September, 24<sup>th</sup>, 2012

## Activity

- ❖ 2012 New Faculty Orientation, Workshops

## Goal

- ❖ Getting knowledge of the University's scholarship funds and addresses from university, faculty local community members.



*Watch video*

September, 24<sup>th</sup>, 2012

## Activity

- ❖ JFK Library Tour with Reference and Instruction Outreach and Inclusion Librarian **Rayette Sterling**

## Goal

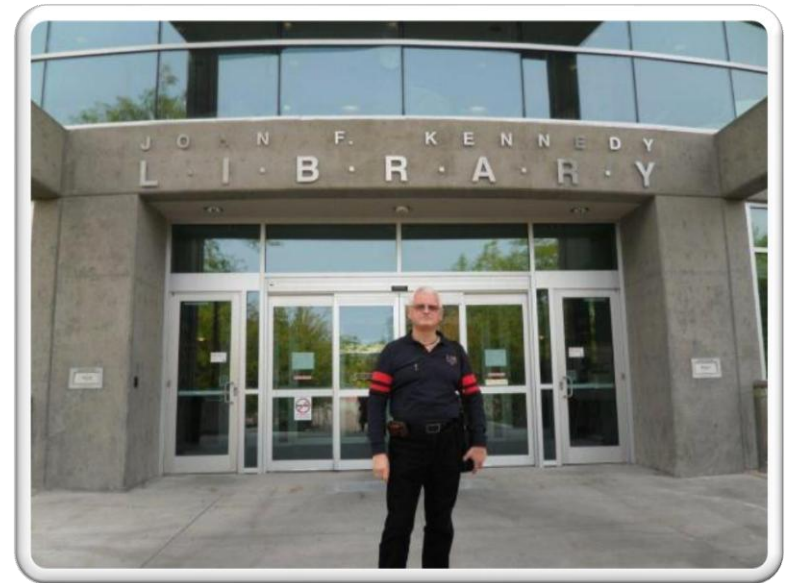
- ❖ Exploring library services and resources to be used for case study.
- ❖ Collecting materials such as the EWU Information Technology Strategic Plan 2008-2011, IT Guide etc.



September, 24<sup>th</sup>, 2012

## Description

- ❖ *I was deeply impressed by the tour of JFK Library provided by **Rayette Sterling**.*
- ❖ *The Library has its own system (mutual with 15 more Universities).*
- ❖ *Interface with EWU data's is daily carried out by converting.*
- ❖ *According to Garry Pratt, the Library system is going to be integrated into the University's one.*
- ❖ *Still, some problems with personal data security occur.*



September, **24<sup>th</sup>**, 2012

## Activity

- ❖ Initial meeting with the Chief Information Officer **Gary Pratt** and the executive director of the office of Global Initiatives **Catherine Dixon**



## Goal

- ❖ Writing a short outline of case study.
- ❖ Choosing possible research guidelines.



September, 24<sup>th</sup>, 2012

## Description

- ❖ *One-hour discussion resulted in the following agreements:*
  - *to prepare the draft of double-sided diplomas treaty between EWU & KSU;*
  - *EWU will consider the possibility of students' study-course at KSU;*
  - *to prepare a mutual project devoted to Strategic Plan for KSU, submit it to IREX;*
  - *to examine the IT-governance experience of EWU for KSU.*



September, **25<sup>th</sup>**, 2012

## Activity

- ❖ Weekly Meeting with Chief Information Officer **Gary Pratt**.

## Goal

- ❖ Discussion of the **following questions**:
  - general notions on IT-assets and infrastructure;
  - IT-services organization;
  - investment in IT-infrastructure;
  - monitoring IT-assets;
  - cooperation with IT-companies etc.



# September, 25<sup>th</sup>, 2012

## Description

- ❖ During a one-hour meeting the following question was discussed: *KSU Strategic Plan in the context of effective IT-assets use.*
- ❖ The general outline of Case Study was approved with the **following add-ins**:
  - ❖ comparative analysis of EWU & KSU IT;
  - ❖ questionnaire results of EWU Top-managers;
  - ❖ final KSU Strategic Plan.



2012

2022



September, 26<sup>th</sup>, 2012

## Activity

- ❖ Meeting with EWU Vice President for University Advancement and Foundation Executive Director **Michael Westfall**.

## Goal

- ❖ Discussing the questions of the Strategic Plan results.
- ❖ Gathering information for comparison characteristic in case study.



September, **26<sup>th</sup>**, 2012

## Description

- ❖ *Was talking (for 30-40 min.) to **Michael J. Westfall** about KSU structure and responsibility division and outlined my research directions.*
- ❖ *He, in-turn, explained how EWU is structured and agreed to edit my questionnaire forms for EWU administrators and staff engaged in IT.*



September, 27<sup>th</sup>, 2012

## Activity

- ❖ Weekly meeting with the executive director of the office of Global Initiatives and Campus Programs  
**Catherine Dixon**

## Goal

- ❖ Discussing the interim results of case study.



September, 27<sup>th</sup>, 2012

## Description

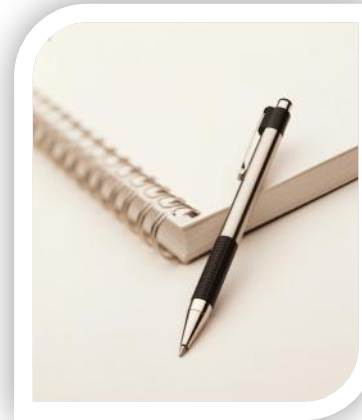
- ❖ Discussed the **following questions** during the meeting:
  - My working schedule;
  - Confirmation of my working schedule for IREX;
  - Distribution of my questionnaire forms to EWU staff;
  - New mutual EWU and KSU project.
  - Double-sided diplomas treaty between EWU & KSU;
- ❖ **Results:**
  - The work is carried out according to the schedule.
  - Waiting for the confirmation of the working schedule by IREX;
  - The questionnaire forms will be sent in the recent future.
  - The template of project will be ready till the 10th of October, 2012.
  - The issue is still under consideration.



September, 27<sup>th</sup>, 2012

## Activity

- ❖ Meeting with Passau University Representatives. Visiting Lecture Prof. **Dr. Karsten Fitzgerald**, devoted to American Studies





# September, 27<sup>th</sup> , 2012

## Description

### ❖ *Called up thoughts:*

- *Create standard symbols for the Chair;*
- *Organize Summer Schools at KSU*
- *Campus System of orgwork.*
- *They rule projects, we rule current problems.*
- *Individual decision always causes isolation in implementing*
- *Foreign students is a good way for swallowing up each others in a good sense.*
- *How to create a global educational space: access to grants for future students; access to different languages learning.*



September, **28<sup>th</sup>**, 2012

## Activity

- ❖ Meeting with Board of Trustees (BOT) and **Gary Pratt**.

## Goal

- ❖ Discussing BOT goals, mission, strategy.
- ❖ Collecting data for case study.



# September, 28<sup>th</sup>, 2012

## Description

- ❖ *I was present at the Board of Trustees Meeting together with 10 BOT Members, Provosts and Departments' Heads.*
- ❖ *BOT is the University's governing body appointed by the governor with broad responsibilities to supervise, coordinate manage and regulate EWU as provided by state statute.*
- ❖ *The BOT consists of eight members, one of whom is a student.*
- ❖ *Trustees serve six year terms, except for the student whose term is one year.*



[Watch video](#)

*As a board, its mission is to build trust with EWU public. Rather, its role is to ensure the process reaching administrative decisions has been fair.*

September, 28 – 29<sup>th</sup>, 2012

## Activity

- ❖ Working in the Library.

## Goal

- ❖ Improving case study.
- ❖ Systematizing the material.



# October, 1<sup>st</sup>, 2012

## Activity

- ❖ Meeting with President's Executives Committee (with **Gary Pratt**)

## Goal

- ❖ Collecting data for case study concerning EWU assets management and their synchronization.



October, 1<sup>st</sup>, 2012

## Activity

- ❖ Meeting with Vice President for Business and Finance **Mary E. Voves.**

## Goal

- ❖ Discussion the questions of financial assets management and use of IT, University funds and financial discipline.



# October, 1<sup>st</sup>, 2012

## Description

- ❖ During the meeting with **Mary E. Voves**, the **following questions** were discussed:
  - her responsibilities and permissions,
  - EWU and OIT budget structure,
  - IT-investments effectiveness estimation, scheduled investments in IT within 5 years.
- ❖ The meeting was recorded

[Watch video](#)



October, 2<sup>nd</sup>, 2012

## Activity

- ❖ One-on-One meeting with **Gary Pratt.**
- ❖ Meeting with **Catherin Dixon.**

## Goal

- ❖ Discussing the interim results of case study.





October, 2<sup>nd</sup>, 2012

## Activity

- ❖ Office of Information Technology Tour with **Gary Pratt**.

## Goal

- ❖ Observing OIT at work, its organizational structure, tasks and facilities.
- ❖ Acquaintance with OIT staff.



October, 3<sup>rd</sup>, 2012

## Activity

- ❖ Meeting with Director Human Resources, Rights & Risk (Chair)  
**Jolynn Rogers.**

## Goal

- ❖ Discussion the questions of human assets management and use of IT.

[Watch video](#)



October, 3<sup>rd</sup>, 2012

## Description

- ❖ *Today I've had a meeting with Director-Human Resources, Rights and Risk **Jolyynn Rogers** (Chief HR Officer).*
- ❖ *We've discussed the **following questions**:*
  - *Why is the department called like this?*
  - *How do you share responsibilities and permissions between your department and the department of Dr. Gary Pratt (access, creation, editing of databases)?*
  - *Who take decisions concerning the staff access to databases?*
  - *Can you compare the 5-years ago situation and the current on the IT-resources use and convenience?*
  - *What do you want to improve in context of IT implementation in your department?*
  - *Who is responsible for the conflicts politics at EWU?*
  - *Do you use congruence model for changes in EWU?*

# October, 4<sup>th</sup>, 2012

## Activity

One-on-One meeting with **Gary Pratt**.

## Description

- ❖ *Today we were discussing my case study V.7.*
- ❖ *I made the necessary changes and answered the questions concerning IT academic infrastructure.*
- ❖ *We've also added two diagrams on IT-Projects development at EWU.*
- ❖ *I am going to improve the case study during weekend and present its V.8 on Monday.*
- ❖ *Appendix 4 for case (comparative characteristics of EWU and KSU) study is still in process of editing, we've discussed its control points.*



TO BE CONTINUED...

Thank you  
for attention!



**EASTERN**  
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