

Project Charter

UNCSA Collaborative Calendar Template (CCT)

DRAFT 8/31/21 - Version 5.0

Project Name	UNCSA Collaborative Calendar Template
Sponsor	Brian Cole
Project Lead	Patrick J. Sims
Primary Stakeholder(s)	Students, faculty, staff, UNCSA patrons
Project Description / Statement of Work (<i>why is this project important now?</i>)	
<p>Over the past decade one of the ongoing and unresolved challenges at UNCSA has been addressing imbalances in the institutional calendar and how that structure can best accommodate UNCSA’s numerous annual performances, productions, events, curriculum, and activities. There is consensus that the institution must make substantial revisions to the academic and production calendars to ensure a vital and viable campus experience for students, faculty, and staff and to support each of the pillars of the next Strategic Plan with an emphasis on: Health & Wellness, Institutional Sustainability, Interdisciplinarity and EDIB. In order to achieve these outcomes, a new collaborative calendar template will need to be designed with special attention given to how these calendars impact the daily/weekly schedule and final exam schedule.</p>	
Project Definition	
Project Goals (What are the intended outcomes?)	<ul style="list-style-type: none"> ▪ To create a balanced schedule between the two academic semesters, ensuring a consistent amount of contact time in hours/minutes across all programs & academic year. ▪ To create an integrated block schedule to fit into the yearly academic calendar for UNCSA that contains recurring times for interdisciplinary work while upholding health and wellness, and Equity, Diversity, Inclusion, and Belonging (EDIB). ▪ To develop a production calendar that aligns with the structure of the academic calendar. ▪ To develop a strategy that maximizes “Intensive Arts” at UNCSA, leveraging its inherent interdisciplinary opportunities that will enable full participation by all conservatories. ▪ To maintain a high level of rigor and support academic/learning outcomes. ▪ To lead to a sense of wholeness, consistency, and a more integrated experience for students, faculty, and staff.
Project Deliverables (What are the products or services being developed?)	<p>Specifically, the project will deliver the following:</p> <ol style="list-style-type: none"> 1. A <u>pilot calendar and academic template</u> to be used by all Conservatories, DLA, High School and Student Affairs programs to schedule events, performances, class times, and extra-curricular activities. 2. <u>Specifications of this template</u> shall include the following elements or capacities- <ul style="list-style-type: none"> • Production calendar that allows for a 2–3-year planning horizon • Overall University events calendar that allows for a 2–3-year planning horizon • Block scheduling, banded time • Time for reflection/integration of learning • Needs of Division of Liberal Arts (DLA) and High School • Academic outcomes in accordance with NACE competencies • Governance engagement to ensure faculty/staff review and input • Ability to be updated based on experience of conservancies and programs
Project Scope (What are the boundaries, what is IN and OUT?)	<p><u>IN SCOPE</u>- Creation of a pilot template that will be used by each of the five conservatories & programs.</p> <p><u>OUT OF SCOPE</u>- An intensive curricular discussion and potential revision in each of the conservatories. This will happen AFTER the template is produced in PHASE 2 of this project leading to a revised campus and production calendar for the 2023-24 academic year.</p>

Milestones <i>(Due dates and durations)</i>		
<ol style="list-style-type: none"> 1. By January 19, 2022 a draft <u>conceptual template</u> shall be developed and delivered to the sponsor, leader and others as requested for initial review. 2. By February 28, 2022, the <u>pilot template</u> shall be delivered to Educational Policies Committee (EPC) for their review and input at their meeting on March 23. 3. On March 23, 2022, present the pilot template to EPC for input and feedback. 4. By April 15, 2022, the <u>finalized pilot template</u> shall be delivered (reflecting the input and feedback of EPC and others) to all conservatories and programs for their use in curricular and events planning in PHASE 2 of this project. 		
Project Constraints / Risks <i>(Elements that may restrict or place control over a project, project team, or project action)</i>		
<ul style="list-style-type: none"> • Extreme time constraints of Deans, Directors, faculty, and staff that will inhibit scheduling meetings and accomplishing tasks. • Incomplete data and complexity of this project may inhibit consensus on a workable template. • Resistance from all parties to change given long held beliefs and protected interests that have been part of the campus culture for decades. • Resistance from all parties to change due to inertia and the inevitable comfort that comes from having lived in particular schedules and understandings over a period of time. • Current calendar was not intentional in its design but rather evolved as a series of short-term decisions that were never revisited. 		
Communication Plan <i>(What needs to be communicated? When is communication needed? To who? How?)</i>		
<ul style="list-style-type: none"> • Chancellor and Provost approve Charter document and send to Dean’s, CCT Project team members with request to join project team (July 30). • Chancellor and Provost send initial message to campus community (Aug 15). More robust messaging and communications will be made by Communications Manager. • Provost and Project Manager provide monthly update to Dean’s and UNCSA Executive Team. • Provost and Project Manager provide monthly update to EPC. 		
Project Team Roles and Responsibilities		
Team members	Roles	Responsibilities
Brian Cole, Chancellor	Project Sponsor	Receive final product; provide funding, overall project vision, advocate for project outcomes and goals to campus and community.
Patrick J. Sims, Provost Karen Beres, Vice Provost Academic Affairs Tracey Ford, Vice Provost Student Affairs	Project Leader Assistant Project Leaders	Provide overall project vision, work with team and manager to produce project deliverables on time and according to specifications.
Dean Endalyn Taylor, Dance Dean Michael Kelley, D&P Interim Dean Martine Green-Rogers, DLA Dean Scott Zigler, Drama Dean Deborah LaVine, Film Dean Martin Ferrell, HSAP Dean Saxton Rose, Music	Project Members	Commit and contribute to meeting project specifications and final deliverables.
Darin Harris Kathryn McMillian	Project Manager Assistant Project Manager	Responsible for meeting project deliverables and specifications according to the project timeline/project plan; provide current information about the status of project to sponsor, leader, members and stakeholders (as needed).

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Claire Machamer, Vice Chancellor for Communications	Communications Manager	Responsible for internal and external communications including producing a web page, social media, and video.
Sharon Hush, Registrar Eric Nottke, Director of Production and Project Management Stephanie Colopy, Film Darren Miller, Film Brenda Daniels, Associate Dean of Dance David Winkelman, Associate Dean Music	Liaisons	Provide critical contacts and information on subjects relevant to the CCT including production and academic calendaring.
Resources Requested		
Project Manager	Funding to hire or appoint project manager.	
Retreat facility and project room	Funding or release time to attend (two) 2-day retreats of the team and standing project room where members can convene on campus if needed.	
Scheduler	Funding or release time for scheduler to ensure retreats/meetings are scheduled with all stakeholders and team members.	

Sponsor Sign-off



Brian Cole, Chancellor

Date: 8/31/2021

August 31, 2021