

## TEditor

A Nomination for the Innovation of the Year Program, 2004

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### A Description of the Innovation [The Team](#) [Executive Summary](#)

The Training and Employee Development (TED) Center provides comprehensive in-service training and training resources for Glendale Community College faculty and staff, and to our neighboring sister campuses at Estrella Mountain Community College, Phoenix College, and Paradise Valley Community College. Training and workshops are available on desktop computer programs, college management information systems, E-mail, the World Wide Web, and other Internet resources, and telephone and voice mail technologies.

These services amount to hundreds of scheduled sessions every year, and a series of registration, attendance, and evaluation processes to conduct for each one of those sessions. In short, a mammoth job for a training department staffed by only a handful of employees.

TEditor was created just over a year ago to streamline and improve the processes of scheduling and posting to the Web the dozens of sessions TED manages every semester. With it, TED personnel can (using any web browser or computer platform):

- Enter training registrations for individuals.
- Enter definitions and descriptions of categorized training events.
- Schedule training events by dates and times.
- Preview lists of registrants and contact them via e-mail links.
- Generate signage and rosters for specific events.
- Obtain reports and statistics relating to past TED events.
- Provide training transcripts/history for individuals and campuses.
- Obtain graphed results of attendee evaluations from past TED events.

TEditor also manages various automated functions to lighten the load on TED personnel, such as:

- The automatic display of upcoming events on the TED web site, along with links to descriptions of the training sessions.
- Self-service registration via the web site, for users of any web browser on any computer with web access, from home or on campus.
- The automatic delivery of on-line evaluation forms for attendants to fill out soon after the event, and a follow-up evaluation 30 days later.

TEditor has a positive impact on the education of students according to the following criteria, relating to the Values, Mission, Vision, and Goals of Maricopa Community Colleges as follows:

- **Quality** (*Value Education*): The support of faculty and staff as a learning community directly impacts the quality of education and campus services that are passed on to Maricopa students. TEditor facilitates the success of TED in providing this crucial service.
- **Efficiency** (*Value Responsibility*): The efficiency of TEditor is evident in its design: It consists of a series of web-based applications that interface with a central database on a web server. This makes the program platform-independent, accessible to authorized personnel

anywhere, and capable of applying networked information toward multiple purposes, via print, e-mail, and the Web. There is no comparison between this kind of system and a database file or stand-alone software product designed to be worked with on one machine at a time.

- **Effectiveness** (*Value Responsibility*): TEditor adds to the value of the institution through its support of the TED mission, yet works on the existing infrastructure of campus workstations and Internet access.
- **Learning** (*Value Students*): TEditor is visible to the campus community mainly via the TED web site (<http://www.gc.maricopa.edu/ted>), where employees are able to use aspects of this program for looking up training sessions and for the registration process. The automated evaluation process, especially the 30-day follow-up, reaches beyond all previous methods to keep TED in fruitful communication with the employees the department serves.
- **Creativity** (*Value Excellence*): TEditor consists entirely of original programming created, maintained, and continuously improved upon by GCC's Innovation Center, and customized for the specific needs and benefits of the TED Center.
- **Timeliness** (*Value Excellence*): This innovation was implemented in November 2002, with new features added periodically ever since. Because it is a custom program owned by the college, timely improvements to meet specific needs are always a practical benefit of TEditor.
- **Collaboration** (*Value Excellence*): The design and implementation of TEditor was a project shared by TED and the Innovation Center, while its ongoing use pertains to the collaboration and cooperation between all departments at the four colleges served by the training programs.
- **Replication** (*Value Excellence*): The design of TEditor may be shared with any college campus interested in the implementation of a similar system. Given compatible equipment and server software (e.g. ColdFusion), even the program itself is portable to other campus systems.