



2004 Mellon Implementation Teams Roles

Each course will be assigned an Implementation Team (I-Team) composed of experts in pedagogy, GSI, preparation for teaching, educational technology, library resources, and information literacy. The I-Teams include members from: the GSI Teaching and Resource Center, Educational Technology Services, and The Library. The I-Teams will consult with or make referrals to other campus experts as needed (e.g., Assessment Consultant; Office of Educational Development, Student Learning Center, The Library). Each I-Team will collaborate with the Fellow to develop an Implementation Plan for the course.

Role of I-Team Members

- Participate in development of course Implementation Plan together with the Fellow teaching the course and the other I-Team members.
- Collaborate with the Fellow and other team members on course planning, design, and development
- Inform other team members' of interactions with Fellows/course
- Read comments posted by other team members
- Keep responses to Fellows open-ended to allow for other points of views and approaches
- Initiate offline conversation with team if point of view or approach varies from others on team
- Meet with Fellows and I-Team during Institute
- Inform team members of time away

Role of I-Team Point Person (in addition to those listed above)

- Lead completion of course Implementation Plan
- Ensure every Fellow's communication is replied to within 48 hours
- Anticipate or respond to possible confusion or conflicting messages between team members and Fellows
- Arrange offline or in-person conversations as needed
- Initiate consultations with or referrals to resource people
- Keep current with communications to/from Fellows and between I-Team members
- Provide Project Manager with documentation as needed

Role of I-Team Resource Person

- Contribute to course upon request of I-Team point person
- Respond in a timely manner to requests from I-Team Point Person for consultation
- Review course Implementation Plans and summaries of team member interactions prior to consultation

- Summarize and record all interactions with Fellows/course for I-Team members'
- Provide Project Manager with documentation as needed