April 18, 2005

Dr. Mandeep Singh
Office of Faculty Development
Memorial Hall 228

Dear Mandeep,

I am looking forward to working with you and helping out faculty development. As I begin the editing process, I want to develop an editing plan so there is no confusion or miscommunications in the future.

As we discussed in our meetings I will be thoroughly looking through the faculty development website looking for errors in punctuation, grammar, and spelling, along with word usage and other errors. I will also be checking for broken links while making sure the site is running properly and orderly.

 Over the next weeks, until our last meeting on Monday, May 9th, I plan to edit your entire website, which I have estimated to be about 10 pages. Along with your strategic plan, which you estimated to be about 15 pages, that will give me roughly 25 pages. After reviewing all of the web pages, I think that a medium edit will be sufficient for this project. I feel that three weeks will be enough time for me to complete these tasks.

 We discussed meeting every Monday so it benefits us both, me with the weekend and you with the work week. I would like to keep meeting with you Monday mornings, if your schedule will allow it. I made the schedule with us meeting on Monday's, but if that doesn't work for you, please let me know.

In our first meeting you mentioned that you want me to make suggestions for more writing on the site where it is needed. However, for this project I would like to keep my focus on the editing, but will be glad to work with you again on a different basis in the future.

All that I ask of you is to attend our weekly meetings, and answer any questions I have about the document being edited. With that in mind I have some questions that I think we should discuss.

- Under the section "initiatives" and clicking on the link for "First Year Experience" there are more links to three different word documents- should I edit these word documents?

- Under the amethyst project link, I shouldn't edit the power point link, or the PDF file should I?

- Under the technology link, should I edit the table or the flow charts under "converting word processing files to the web" and "converting power point to the web"? Also, should I edit any of the links for the different colleges?

Everything else I feel is up for grabs except for links that bring me to a different website, or otherwise specified by you.

Take care,
Bradley

Schedule:

Begin date: 4/18
End date: 5/6

Week 1 - 4/25	Edit 10 pages
Week 2 - 5/2	Edit 12.5 pages, receive the first set of 10 pages for review

Week 3 – 5/9	Edit 12.5 pages, receive the last pages for review

The above schedule is assuming that there are 35 pages. I know in the above letter I said about 30 pages but I made the schedule to be 35 pages because there might be more from the strategic plan, and to give myself some slack.

In our meetings I will give you the pages that I edited and you can review them and give them back for a second review by me the following week. In our last meeting I will

Below is a detailed schedule of what I will be doing each day, so if you ever have questions about what I am doing feel free to contact me. This schedule is subject to change.

E-mail:
CB-Dilger@wiu.edu
Phone:

Day	Edit	Estimated Time
Tuesday 4/19	Main page under Initiatives, First Year Experience (2 pages)	1.5 hours
Wednesday 4/20	Provost's vision of FYE Nominating peer mentor, (2.5 pages)	1.5 hours
Thursday 4/21	Amethyst Project, Complete memo about Amethyst Project (1.5 pages)	1 hours
Sunday 4/24	WebCT resources, i-DVD, i-Movie (2 pages)	1.5 hours
Monday 4/25	Deliver first 6 pages to Mandeep, Q & A session	30 minutes
Tuesday 4/26	Making WIU Library resources available, research grants (1.5 pages)	1 hour
Wednesday 4/27	Campus resources, teaching resources (2 pages)	1.5 hours
Thursday 4/28	Begin edit strategic plan (2 pages) 1st draft to Dilger	1.5 hours
Friday 4/29	Next 2 pages of strategic plan	1.5 hours
Monday 5/2	Deliver second set of 7.5 pages to Mandeep, Q&A, review first set of editing	30 minutes (meeting) ** 1 hour (review)
Tuesday 5/3	Next 2 pages of strategic plan	1.5 hours
Wednesday 5/4	Next 2 pages of strategic plan	1.5 hours
Thursday 5/5	Next 2 pages of strategic plan	1.5 hours

Friday 5/6	Next 2 pages of strategic plan	1.5 hours
Monday 5/2	Deliver next 8 pages to Mandeep, Q&A	30 minutes
Tuesday 5/3	Review second set of editing	1 hour
Wednesday 5/4	Next 2 pages of strategic plan	1.5 hours
Thursday 5/5	Last pages of editing	1.5 hours
Monday 5/9	Deliver last of editing to Mandeep, receive evaluation	30 minutes

** Note: On the Mondays that we have meetings might not take the entire time. And the days that I review the editing that you look over will not be in our meeting so you do not need to set out an hour for our meeting that day.