

Comparative Technology Final Report

Annual Report for Oak Hill School

As I discussed in my midterm report, this project fell through the cracks, feeling eerily similar to last year's Comparative Technology project. As I mentioned in my midterm report, the school was extremely disorganized and my discontinuation was probably for the best.

Yellow Springs High School Prom

This portion of my project was completed early in the term with the prom taking place on May 7, 2016. I used Illustrator to create posters (11x17) and tickets (5.5x2.125). I worked primarily with the parent volunteer who is heading the Prom Committee. They asked for many different design aspects. They wanted it to be clearly a James Bond theme but with a casino (Casino Royale) focus as well as 1920s/Art Deco inspiration. I do believe I was able to give them what they wanted in the small time frame given.

Wedding Invitations

The wedding invitations for my sister are, theoretically, finished. I have learned what a difficult client my sister is (and am happy to take her off the hand of some poor professional graphic designer/printer). She had a very clear, specific view, asking for a 5x7 invitation, navy blue on one side, cream/ivory on the other. The navy side has all the wedding information in a gold foil, sans serif font, except Jillian and Brian is in a handwritten script font. The back has blue outlines of succulents on the cream background. The RSVP postcards and the reception cards follow the same theme. I have spent a bit of time chatting on the phone with a company called Cat Print and am using them as the printer. They send both my sister and I a sample of papers for the invitation and my sister chose the linen cream. I later learned that they cannot do the gold foil on the linen cardstock so my sister had to decide which aspect was more important. She chose to go with a extra heavy cream cardstock with the gold foil. The printer has been really wonderful so far. I will be having the proof printed in the next few weeks once I'm home and able to go over things with my sister.

Strategic Plan

I did not quite anticipate how much time I would spend on the strategic plan but, seeing as Sarah and I were the only two with InDesign on our personal computers, we tackled most of the plan, incorporating edits as they came in. Through this, I was able to learn much more about InDesign. Erin Zysset was particularly useful in helping me with packaging the document once it was finished, something I did not even know I had to do. Overall, I think I ended up learning the most from my work on the strategic plan. I was forced to really dive into a program that I had only used briefly and I feel much more comfortable with it now.

Yellow Springs High School
PRESENTS
CASINO ROYALE
PROM 2016
SATURDAY, MAY 7TH, 2016
7:30PM 'TIL 10:30PM
\$50 PER PERSON
The Wellness Center at Antioch College
240 E. SOUTH COLLEGE STREET
YELLOW SPRINGS, OH 45387

ADMIT ONE

YELLOW SPRINGS HIGH SCHOOL PRESENTS
CASINO ROYALE
PROM 2016
MAY 7TH, 2016, 7:30PM 'TIL 10:30PM
THE WELLNESS CENTER AT ANTIOCH COLLEGE
240 E. SOUTH COLLEGE STREET, YELLOW SPRINGS, OH 45387

PLEASE JOIN US IN HONORING
THE BRIDE-TO-BE
Jillian Bothwell
LET'S CELEBRATE THIS BRIDAL
SHOWER WITH GIFTS THEY WILL
USE AT THE APPOINTED HOUR!
Your time is: _____
SATURDAY, JULY 16TH AT 11AM
300 ALLEN STREET
YELLOW SPRINGS, OHIO 45387
Hosted by: The Bride's Sisters

Please RSVP to
Erica Bothwell at
937.708.0279
by July 9th

Kindly Deliver to:

PLACE STAMP HERE



Strategic Plan

OSLP ARTS & CULTURE PROGRAM

PRIMARY CLIENT CONTACT :
Jamie Walsh, Program Director

FACULTY SUPERVISOR :
John Fenn, Associate Professor



Date Created :
05.13.2016

Timeframe :
June 2016–June 2019

This 2016-2019 Strategic Plan was created for the OSLP Arts & Culture Program by the Arts & Administration Program's 2015-2016 Professional Project Team: Cait Bothwell, Emily J. Payne, Raquel Vargas-Ramirez, and Sarah Wyr.



Measuring and Analyzing Data



Evaluation Toolkit

Quantitative Data

Quantitative data measures information in numbers. This method of extracting and analyzing information will provide an at-a-glance understanding of relevant facts. For example, the All Staff Meeting survey that was dispersed on April 20, 2015 came back with information that told us that (1) 74% of OSLP support staff respondents have worked there five years or less, (2) 88% of support staff respondents have already heard of OSLP Arts & Culture, and (3) 19% of support staff respondents said that timing was their biggest barrier to participating in the OSLP Arts & Culture Program.

Quantitative data can be gleaned from surveys, questionnaires, attendance/registration numbers, and the number of successful partnerships or grants that OSLP Arts & Culture has within the next three years. Keeping track of these trends can provide OSLP Arts & Culture with hard data that may (or may not) support changes in programming, fundraising efforts, and policies or outreach related to support staff.

Google Forms can be a quick and inexpensive tool to collect data via surveys or questionnaires. When synced to a Google Drive account, Google Forms will analyze quantitative data (measured as multiple choice questions) and translate responses into graphs and charts, as well as gather the data in a spreadsheet. Translating survey/questionnaire responses into impactful quantitative data takes some forethought in the planning process. For example, do you want to know how long the average support staff member has worked at OSLP or do you want to see where turnover is most likely to happen within support staff tenure? The same information can be used to determine the answers to both of those questions (6.4 years on average and turnover seems to occur around the five-year mark).

Understanding Microsoft Excel will allow for optimal analysis of quantitative data. Spending some time learning about relevant formulas in Excel will result in optimal analysis, especially when working with large amounts of data.

Qualitative Data

Qualitative data captures information that is not numerical in nature. Often, qualitative data is anecdotal or visual; it can create (or add to) a narrative, and provide in-depth insight into how a program is working and the impact that it has on participants. While quantitative data can provide a big picture, qualitative data

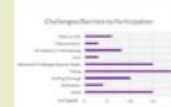
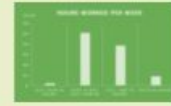
enables a deeper look at impact—as well as challenges to participating.

When it comes to surveys and questionnaires, it is possible to translate qualitative data into a more quantifiable format by grouping the answers into one category. This is called coding. During the coding process, it is important to pay attention to the content of the answer—what is the respondent trying to say? Picking out consistent keywords across multiple answers can be helpful, but coding requires enough time to sit down with each qualitative answer and understand what the respondent is trying to convey before coding it. Coding qualitative data can produce quantitative data. For example, in the All Staff Meeting survey, we were able to read several different sentences and realize that each respondent was saying a similar thing. For a question related to challenges and barriers to participation in OSLP Arts & Culture, 15% of respondents said something about behavioral challenges with their client preventing more participation. Rather than trying to tackle each individual respondent's feedback, OSLP Arts & Culture can see coding to step back and look at the bigger picture.

Implementing a portfolio project can help OSLP Arts & Culture gather qualitative data in a visual, professional, and procedural way. Anecdotal and narrative information represents qualitative data at its most impactful. A portfolio will allow OSLP Arts & Culture, as well as the artist, to track artistic practice. As part of the relationship program, it could encourage artists to be self-reflective and provide feedback on their experience. Portfolio, observations will be able to articulate anecdotal information as the artists, caregivers, mentors, instructors, and volunteers will be the best resource for these data collection methods.

Observation will allow staff to capture a snapshot of time for later reflection. Observation can be both qualitative (Does X participant look happy? Are they engaging with others around them?) and quantitative (How many hours did X participate before leaving? How many participants attended this class/workshop overall?) Consistent observation, even if it has to occur on the back-burner, is a crucial way to develop a system for collecting evaluative data.

Holding an Open Forum every six months is another safe way to gather qualitative data. It requires active listening and creating a safe space for interested parties to share their insights and ideas. According to Open Forum is ideal, but if there are difficulties in arranging for the session to be recorded, then there should be at least one staff member taking detailed notes. Reviewing these notes or recordings will give OSLP Arts & Culture an authentic idea of the impact of their programming, challenges facing participants, amount of awareness in the community, and help to create an accessible reputation.



SWOC Analysis

Strengths, Weaknesses, Opportunities, Challenges

This environmental scan, or SWOC analysis, is part of a process of discovering and discerning facts and trends in the environment of the OSLP Arts & Culture Program that are likely to affect the organization in the future. These findings are used to orient strategic planning in the context in which the organization's mission is carried out.

Strengths are internal characteristics, qualities, and capacities that are doing well and are part of the organization's accomplishments.

Weaknesses are internal qualities that show area for improvement.

Opportunities refer to external trends that the organization may benefit from or take advantage of to grow or enhance their performance.

Challenges are external trends that threaten the current and future success of the organization.

The following SWOC analysis is a brief summary of strengths, weaknesses, opportunities, and challenges highlighted by the Advisory Board of the OSLP Arts & Culture Program. They represent a brief environmental scan of the program.



TOGETHER WITH THEIR FAMILIES

Jillian & Brian

REQUEST THE HONOR OF YOUR PRESENCE
ON THEIR WEDDING DAY

SATURDAY THE SEVENTEENTH OF SEPTEMBER
— TWO THOUSAND AND SIXTEEN —
FIVE THIRTY IN THE AFTERNOON

FIRST PRESBYTERIAN CHURCH OF YELLOW SPRINGS
314 XENIA AVENUE, YELLOW SPRINGS, OH 45387

...

— RECEPTION TO FOLLOW —

WWW.MEETTHEDREWS.COM



RSVP

PLEASE REPLY BEFORE
09.03.2016

PLACEMENT STAMP HERE

NAMES: { }

*Brian Drew
&
Jillian Bothwell*
P.O. BOX 546
YELLOW SPRINGS, OHIO 45387

ACCEPTS REGRETS

*We look forward to
celebrating with you!*



Map and Directions

HEAD NORTHEAST ON XENIA AVENUE
FOLLOW XENIA AVENUE FOR HALF A MILE
TURN RIGHT ON OHIO 343
FOLLOW OHIO 343 FOR ONE MILE
TURN LEFT ONTO MEREDITH ROAD
FOLLOW MEREDITH ROAD FOR ONE MILE
THE FARM IS ON THE LEFT

DISTANCE: 2.5 MILES
TIME: APPROXIMATELY 5 MINUTES

First Presbyterian Church

Reception Details

THE CELEBRATION CONTINUES. PLEASE JOIN US FOR
Cocktails, dinner, and dancing

IMMEDIATELY AFTER THE CEREMONY

4866 MEREDITH ROAD
YELLOW SPRINGS, OHIO 45387

Weekly Journals

Week Six

During this week I focused primarily on the strategic plan, trying to get it done as quickly as possible. Since there are only two of us in our group who can work on it outside of class, it's proven to be a challenge. I've been spending hours messing around in InDesign, trying to get everything incorporated and adapting the template as needed. With presentation coming up next week, I would really like to have the document finished by that time. This will, of course, depend on the group finishing all the text that needs to go into it.

Still waiting on new information from my sister for her wedding invitations. Sample papers should be here soon.

Week Seven

Well, the strategic plan is still not complete. However, we presented and it went really well! I spent most of this week working on the preparing for the presentation and working on the strategic plan. OSLP asked if we could present it to them next week but we will probably wait until week nine. We need to start thinking about printing it.

No update on wedding invitations this week.

Week Eight

This week I had my one on one progress check with Eric. I finally got the paper samples for the wedding invitations and was able to show him how my sister and I were working through. She chose the linen cream paper but I later learned that it could not be used with the gold foil that she requires. I left her with this information and she is thinking about which option she would rather take: linen with no foil or foil on extra heavy cardstock.

The strategic plan is nearly finished and we are presenting it to OSLP next week. I'm thankful that Erin Zysett was around during Tuesday's class, she was able to show me some important information about packaging the document so that all the components (fonts, photos, etc.) are in one file.

Week Nine

The invitations are virtually finished. I'm going to wait until I get back to Ohio before I order the proof. She is still changing some information and I will probably have to make some more edits before we do any printing.

We presented the strategic plan to OSLP this week and the meeting went very well. It feels great to have the completed plan. The next step is to figure out printing, which should be fairly simple (I hope).

Week Ten

I have spent most of this week just preparing for the final presentation and generally being sad that the term is coming to an end. I'm going to miss you, Eric! If you're ever in Ohio, let me know!