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Campus Collaboration

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LIBERTY
U N I V E R S I T Y

CAMPUS COLLABORATION

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ABSTRACT

Over the years, Liberty University has increased its graduate programs. However, despite that increase in graduate students, the theses and dissertations submission rates were not changing. Previously, we collected bound issues of students' theses and dissertation projects as a requirement of their degree program. With the bound issues, there was accountability for students to submit their work to the library in order to graduate, but these works would often go unused and gathered dust since readers had to physically come to the library to access them. Starting in 2007, Liberty University acquired an online presence for electronic theses and dissertations (ETDs). By adding ETDs into our institutional repository (IR), readership of these scholarly works drastically increased. The visibility of these works were magnified by being available on the Internet. With the format change, there was no longer a paper trail for accountability, and students' submissions decreased. Additionally, as heads of departments changed and professors retired, there was less and less accountability. These changes created a disconnect in the process of ETD submissions, including tracking the acceptance of ETDs and uploading them into the IR. After meeting with our Graduate School and a number of ETD committee chairs, it became apparent that many were unaware that their students were not submitting their work to the IR and that change was needed. In collaboration with the Graduate School, Provost Office, IRB, Scholarly Communications, and IT, we created a workflow which allows all relevant parties to view the individual's progress in the ETD submission process. We completed the workflow and implemented it in the summer of 2018.
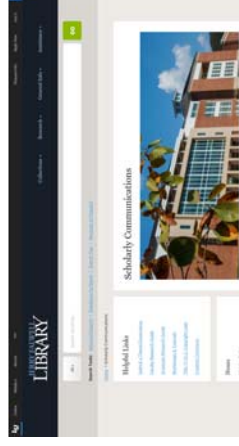
GOALS

- Expand our reputation as a research institution
- Raise the number of ETDs submitted and accepted
- Build a new workflow that grants relevant staff the ability to view the progress of a student's submission
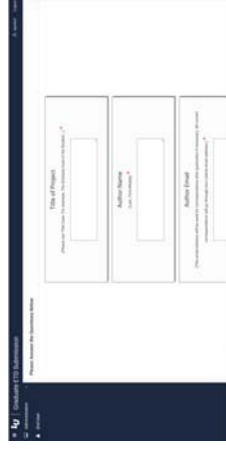- Create accountability within departments

SCOPE

To develop a new workflow to:

- make the submission process easier
- include the permission form within the new workflow, making it easier to save.
- update permissions to allow relevant staff to further assist in the process
- allow revisions when necessary
- save data on a private server

Breakdown of Submissions

- ■ Student did not submit an ETD
- ■ Delivered
- ■ Published
- ■ Waiting for Revisions

STEP-BY-STEP

- After the ETD is submitted, it is reviewed within seven business days.
- We review for copyright compliance, removal of signatures, Table of Contents, hyperlinks, and consistency.
- An email asking for revisions or conveying acceptance is sent to the student.
- If revisions were requested, students make corrections and resubmit. We then review the corrected document.
- When the ETD is ready to be published, we send an acceptance email that confirms the student has fulfilled the graduate school requirement.

ELEMENTS

The homepage directs students to our department page for links, instructions, and contact information.

On the new workflow, all information and signed permissions are now saved on our own servers.

Currently, we use Bepress as our institutional repository, which is named Scholars Crossing.

This map represents Liberty's dashboard of ETD downloads., which was started online in 2007.
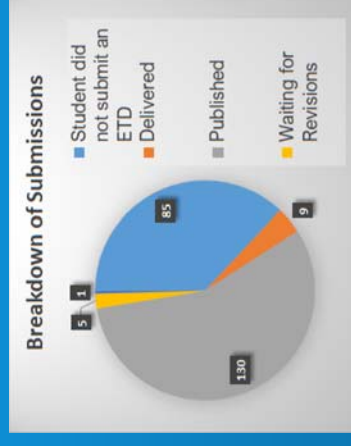
STATUS SNAPSHOT

At the time of this presentation, the submission website is being updated with new text, new tutorials, and new links to the workflow. Instructions are being reviewed to assist with the front end and back end usage of the workflow. Meetings to inform relevant faculty of the new workflow are in progress .