

# STEPS FOR CREATING A COMMON VISION

Implementing an ongoing process to find an institutional vision

## Step 1: Getting started

- ☐ Who should become involved in administrative discussions about educational technology? Where are these individuals located? How can their expertise and time commitment be recognized?
- ☐ What are our motivations for implementing educational technology at our institution / faculty / department

## Step 2: Clarifying expectations

- ☐ Should a strategy on educational technology guide daily practices or be more in the background?
- ☐ Should a strategy include subgoals for different units (e.g. study programs / departments / faculties)?
- ☐ Should a strategy solve specific problems related to the implementation of educational technology?

## Step 3: Forming a common vision

- ☐ What is the common vision of our institution combining the ideas and topics collected in step 2?
- ☐ Break down the common vision into actionable steps: How can our vision be put into practice? What are concrete ways the vision can be reached?
- ☐ How can the vision be communicated to the larger institutional community for feedback and reworking?

## Step 4: Ongoing evaluation

- ☐ Revisit the vision at intervals: Does our vision still fit the needs of the community? Have our motivations, communities or practices changed?