May 16, 2013

Pradeep Khanna
Associate Chancellor
Acting Director CSE

RE: Memorandum of Understanding for iCAP Portal

Dear Pradeep,

This MOU is to solidify our understanding of ongoing support for the development, enhancement, and promotion of the Illinois Climate Action Plan (iCAP) Portal. As you know, the MSTE Office, especially Michael McKelvey and Andrew Stengele, has been working with Stephanie Lage and Morgan Johnston to design and showcase the new Portal. This work has been going on since December of 2011. Since then, the Portal has launched and is actively used by the iCAP leadership team and is currently attracting approximately 500 monthly visits outside of the MSTE Office staff. The Portal currently provides the campus and community with the most up-to-date database of projects and activities that help the UIUC campus fulfill its iCAP goals.

This is an active resource and it is growing in content and usability. This team meets every two weeks to review, critique, revise and plan the ongoing development of the iCAP Portal. Some of the unique attributes of the iCAP Portal include:

* Featured projects
* An interactive map of all sustainability projects on campus
* Graphical displays of data showing progress toward iCAP goals
* A carefully constructed visual display based on iCAP themes
* A hierarchy of projects that illustrates the complex relationships between and among people, projects, goals, and impacts

Collaborations of this kind are hard to come by. The iCAP team and the MSTE team work efficiently and have a strong collegial investment in a quality product.

Future directions for the Portal include:

* Fine tune the user-friendliness through consultation with iCAP staff and strategically timed focus groups
* Adding a sustainability research database
* Continuing to update the content with the most reliable data
* Continuing the effort to make the Portal as accessible as possible to all potential users
* Create new mechanisms for generating reports that aid in communicating the campus progress toward iCAP goals

The success of the iCAP portal requires that our work continue. The MSTE Office provides a unique resource for this effort. The experience of the team in working with the technical and human components of the project is essential to moving forward. The iCAP and MSTE teams work especially well together through sincere and authentic discussion that search intensely for the optimal outcome.

To accomplish these goals we request a commitment of three years for annual support at a rate of $15,000 per year. After three years, we will review the progress and achievement of these goals and re-evaluate for new directions. To indicate your approval, please sign below.

Sincerely,

George Reese, Director of MSTE

Stephanie Lage, Assistant Director, CSE

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Pradeep Khanna, Associate Chancellor and Date
Acting Director, CSE