New York Six Liberal Arts Consortium

Resources to Support Communication and Collaboration

Each New York Six institution may have resources supported on individual campuses that could facilitate communication and collaboration across members of your working group. However, there are additional resources available through the New York Six Liberal Arts Consortium directly which may also serve to support your team. Below is a list of some of these resources which could be made available to you.

1. Phone conference. The New York Six has an account with Infinite Conferencing which allows for audio conferencing among multiple callers from a single toll-free line. However, given we are making this available to all working groups, you will need to reserve a day/time to use this resource by contacting the Project Manager, Nell Bartkowiak, via email at nbartkow@newyork6.org. Connection instructions will be provided once your reservation is confirmed.

2. Video conference. The New York Six has a license through Cisco's WebEx system, which is an online video conferencing platform that allows you to see those you are talking to, share your screen to reference files or other resources, and record sessions, among other things. Working groups may be able to request an account to access this resource by contacting the Project Manager, Nell Bartkowiak, via email at nbartkow@newyork6.org. Other similar options include Skype and Google Hangout, which are widely supported across the New York Six.

3. Project management. The New York Six has an account through Basecamp, which is a cloud-based application that organizes a team's communications (emails), files, and events all is one convenient place that can be accessed from anywhere. If your working group would like to manage your project through Basecamp, please contact the Project Manager, Nell Bartkowiak, via email at nbartkow@newyork6.org to set up your project on this platform.

4. Meeting support. The New York Six Project Manager supporting the International Initiatives, Nell Bartkowiak, can facilitate the logistics involved in arranging for meetings of your working group, including meeting space, food, and transportation, if host institution resources are not available. Please contact Nell Bartkowiak via email at nbartkow@newyork6.org for support.

5. Scheduling support. It is often difficult to navigate schedules for a group of faculty at different institutions, as your calendars may be managed using various software (MS Outlook, Google Calendar, iCal, Yahoo Calendar, etc.) which may or may not be easily shared with your team. The best idea would be to share your calendar with team members using Google Calendar, or invite those without a Google account to view yours. Alternatively, you could ask team members to note their availability for a particular meeting in a doodle poll.