

Systematizing Research Collaboration in Higher Education

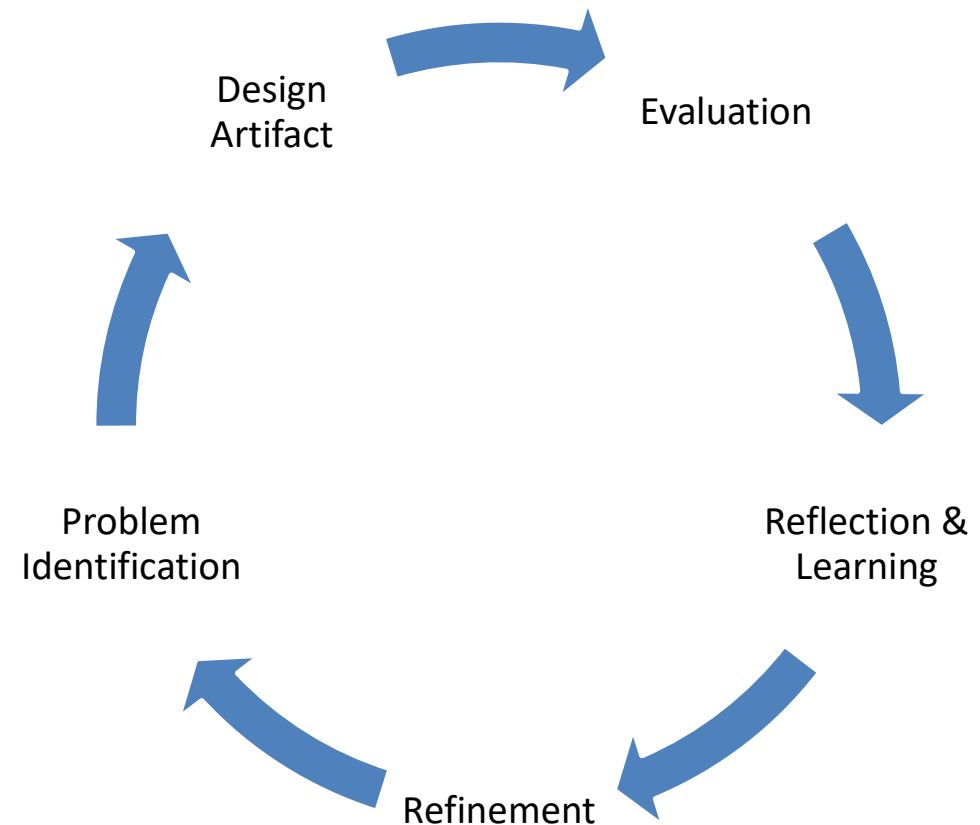
- *A Design Science Case Using Microsoft Teams and Planner*
- Dr. Steven A. Schilhabel, UW Oshkosh

The Problem

- Research collaboration in academia often suffers from:
 - Fragmented communication (email overload).
 - Scattered, inconsistent file storage.
 - Version confusion and lack of accountability.
- Early-career faculty face **higher admin overhead** managing multiple projects.

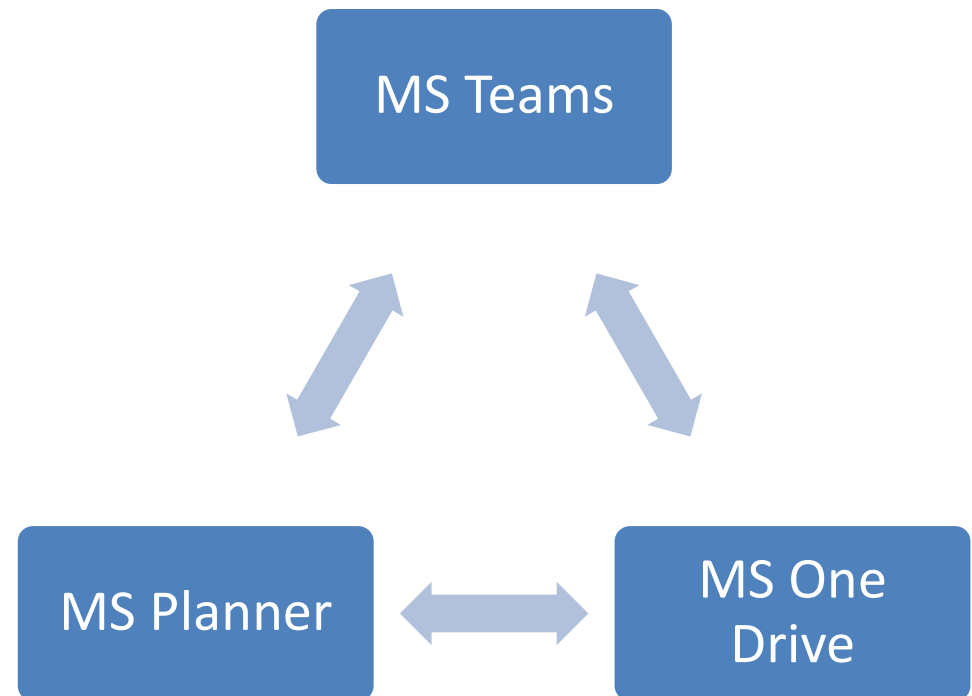
Research Approach

- Methodology: **Design Science Case Study.**
- Artifact: structured digital environment using:
 - Microsoft Teams
 - Planner
 - OneDrive
- Goal: Develop a **scalable, replicable collaboration model.**



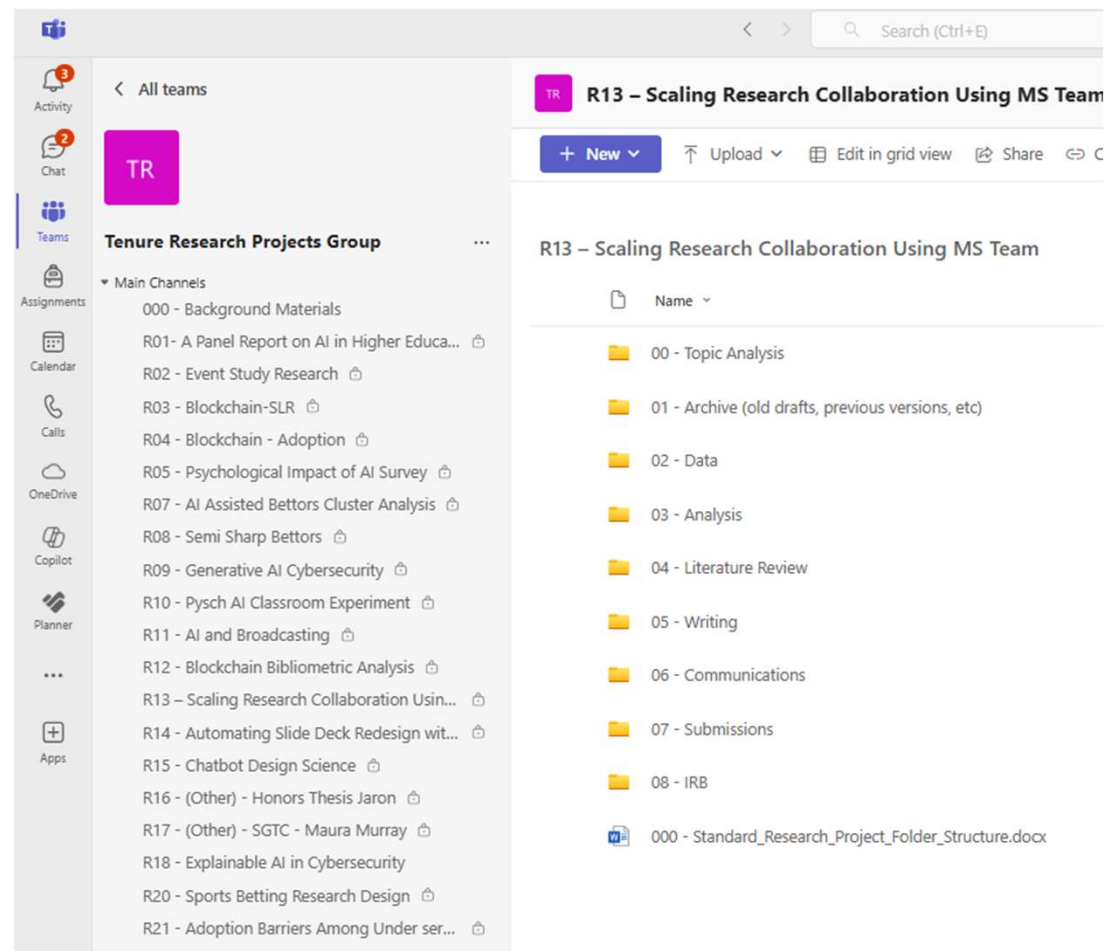
Framework Overview

- Integration of **Teams + Planner + OneDrive**:
 - Central hub for communication.
 - Task management and accountability.
 - Standardized folder structure.



Teams Workspace

- Project-based channel structure:
 - 00_Background
 - 01_Topic_Analysis
 - 02_Archive
- Standardization reduces confusion and increases transparency.



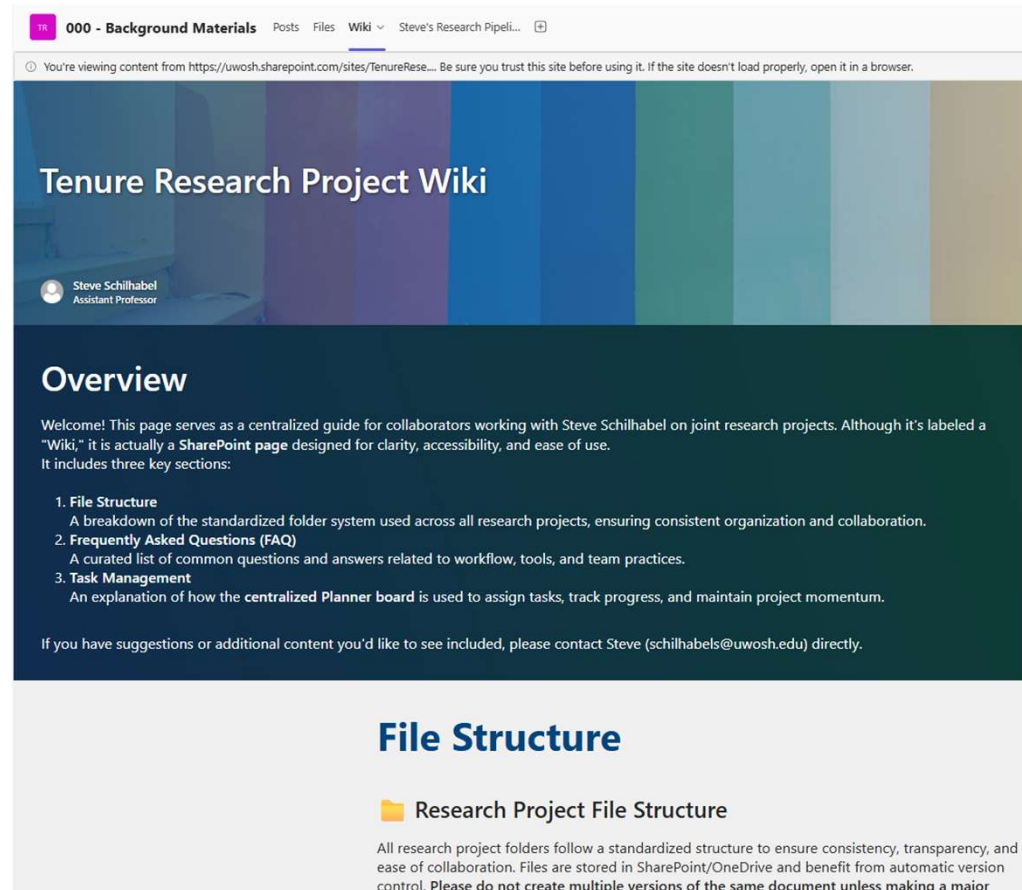
Planner Board (Research Pipeline)

- Tasks organized by research stages:
 - Ideas → In Progress → Ready for Review → Submitted → Published.
- Assign tasks with due dates, notes, and linked files.
- Improves visibility and accountability.

The screenshot displays the Planner Board interface for 'Steve's Research Pipeline'. The board is organized into three main columns: Writing, Submitted, and Review & Revise. Each column has a header with a '+ Add task' button. Below the headers, tasks are listed as cards. Each card includes a title, a status (e.g., 'Under Review', 'Ready for Review'), a due date, and assigned users (indicated by profile icons). The 'Writing' column shows tasks like 'R8 - Semi Sharp Bettors (need to determine)' and 'R9 - Gen AI Cyber (ISF)'. The 'Submitted' column shows tasks like 'R2 - Event Study Crypto Hacks (ISF)' and 'R10 - Psych AI Expiement'. The 'Review & Revise' column shows tasks like 'R15 - ChatBot Design Science (CAIS)' and 'R7 - AI-Assisted Bettors Cluster Analysis (JMWAIIS)'. The interface also includes navigation tabs at the top: 000 - Background Materials, Posts, Files, Wiki, and Steve's Research Pipel...

Onboarding & Permissions


- **Onboarding Process:**
 - Welcome message + Wiki/FAQ.
 - Onboarding checklist ensures consistent adoption.
- **Permissions:**
 - Add colleagues to overall Team.
 - Restrict folder access for sensitive data (e.g., IRB files).



Artifact in Action

- Example workflow:
 - Assign a literature review task in Planner.
 - Link the draft document in OneDrive.
 - Mark task complete when done.
- Result: reduced admin overhead, clear accountability.


Benefits

- Reduced administrative overhead.
 - Improved project visibility.
 - Structured onboarding for new collaborators.
 - Stronger tenure documentation pipeline.
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Challenges

- Initial learning curve for Teams/Planner.
- Tool overlap (Google Docs, Trello, Slack).
- Inconsistent adoption among collaborators.
- Limitation of Channels (30)

Implications

- **For early-career faculty:** improved productivity, tenure support.
 - **For institutions:** scalable collaboration model, minimal cost.
 - Supports digital transformation efforts in higher education.
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Future Improvements

- Automate reminders and tagging.
 - More training videos/resources.
 - Better integration with citation managers.
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Conclusion

- **Key Takeaway:**

- “By structuring collaboration through Teams and Planner, we created a scalable, replicable infrastructure for academic research.”

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