**Instructions for WBL Needs Assessment Implementation**

**(WBL Inventory and Surveys)**

**DRAFT 8.20.18**

**Purposes:**

Inventory (electronic tool to be provided; outreach/completion spearheaded on each campus by Assessment Liaison, with support of WestEd; response goal: comprehensive count):

* Collect baseline numbers to track leading indicators and enable monitoring of the expansion of WBL and Job Placements as strategies to support better planning/decision making, better learning and engagement, more job placements, and more long term educational and career and success
* Identify programs that want placement support (support roll-out of WBL and JP and planning for WBL Coordinator, JP Case Managers and DSNs)
* (To the extent that there is personal outreach...) Facilitate the building of relationships with faculty to support future implementation

Surveys (electronic surveys to be sent out by WestEd in coordination with the Assessment Liaison, including coordination with the IR office or others on potential other surveys so faculty aren’t unintentionally overwhelmed.) A college perspective survey will be sent to *one* Career Center Director/Counselor/Co-op and/or work experience director at each college and a faculty survey will be sent to *all* CTE and non-CTE/academic only faculty at each college; Liaison to help with follow up; response goal: enough responses to get a handle on the issues/needs):

* Identify needs for placement support
* Examine quality features to inform professional development and improvement
* Identify challenges to inform systemic reforms
* Identify requests for PD to inform PD offerings

**Timeline:**

* Finalization of surveys and inventory by the WG4 committee at their meeting on 8/22
* Build online versions of the surveys and inventory
* Outreach to connect the Deans we interviewed, WBL contacts they provided, and the Assessment Liaisons to explain the process
* Conduct training for Assessment Liaisons by \_\_\_\_\_\_\_\_\_\_
* Collect contacts including emails by \_\_\_\_\_\_\_\_\_\_ (see below for this process)
* Administer WBL inventory by \_\_\_\_\_\_\_\_\_\_\_
* Administer college perspective survey by \_\_\_\_\_\_\_\_\_\_\_
* Administer faculty survey by \_\_\_\_\_\_\_\_\_\_\_

**Process:**

1. Outreach**:** For each college, connect the Deans we interviewed, WBL contacts they provided, and the Assessment Liaisons to explain the process. The Assessment Liaisons can work with the WBL contacts to identify the best approach for rolling out the WBL Inventory and surveys on their campuses.
2. Training for Assessment Liaisons**:** Conduct training with all 10 Assessment Liaisons to ensure they understand the process. Provide them with the WBL Inventory and survey information, instructions, and discuss how best to roll out the inventory and surveys at each of their 10 campuses.
3. Identifying respondents for Inventory and Surveys:
* **Inventory:** The Assessment Liaisons at each college will identify the best person to help them with the WBL Inventory as well as which staff (one for each program) will be inventoried on their campus.
* **College perspective survey:** The Assessment Liaisons at each college will identify the best people to complete the college perspective survey – the 3 people in the following roles:
	+ 1 Career Center Director (or the spokesperson for the Career Center)
	+ 1 Counselor (one who can provide the best perspective on WBL at the college)
	+ 1 Co-op and/or work experience director
* **Faculty survey:** The Assessment Liaison at each college will help define the process for survey administration to faculty at their college and assist with collection of email addresses for administration of the survey to *all* CE and non-CE/academic only faculty at each college.
* See below table that can be used to collect contacts (we have a draft partially completed for some colleges based on information provided by the Deans we interviewed). Hopefully, this task of having the assessment liaison at each college identify these people will help inspire the colleges to build a team that can assist with local WBL implementation.

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| Person conducting WBL Inventory: \_\_\_\_\_\_\_\_\_\_\_\_Number of programs to be inventoried (total number of respondents): \_\_\_\_\_\_\_\_ |
| 3 contacts for WBL college perspective survey:Career Center Director: \_\_\_\_\_\_\_\_\_\_\_\_Counselor: \_\_\_\_\_\_\_\_\_\_\_\_Co-op and/or work experience director: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Logistical considerations for administering the WBL Faculty Survey (e.g., who will send out messages to faculty about the survey, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Administration/Implementation**:**
* **Inventory:** Assessment Liaison (or person they identify) should personally contact each of the identified respondents and set up a phone call or in-person visit to explain the purpose of the WBL Inventory. The respondents can then complete the inventory on their own time or with the Assessment Liaison who will also do follow-up with all to ensure 100% response rate.
* **Surveys:** WestEd and the Assessment Liaison will work together to define the best process for implementation at each college. (Electronic surveys will be sent out by WestEd in coordination with the Assessment Liaison, including coordination with the IR office or others on potential other surveys so faculty aren’t unintentionally overwhelmed.)
	+ **College perspective survey**: Send to 1 Career Center Director (or the spokesperson for the Career Center), 1 Counselor (one who can provide the best perspective on WBL at the college), and 1 Co-op and/or work experience director at each college. This could be completed as a team or as 3 separate respondents to the same survey that we would later analyze and merge so as to have 1 set of data from each of the 10 colleges.
	+ **Faculty survey**: Send to all CE and non-CE/academic only faculty at each college.