**DRAFT TIMELINE FOR SWP ASSESSMENT ADMINSTRATION**

**9.14.18**

| **Task** | **Estimated Timing for Discussion Only** |
| --- | --- |
| Online assessment tools completed   * Faculty surveys (2) * College perspective survey * WBL Inventory | Drafts for WG review – 9.18.18 |
| Clarify tracking and incentives: WestEd will only track respondents that are getting incentives (1 college?) | At WG meeting 9.19.18 |
| Invitation to assessment training - email the Single Point of Contact (SPC) for each of the 10 colleges to invite them to the training. Ask them to invite any other staff that will be involved in administering the assessments. | Drafted; send 9.17.18? |
| Conduct training for SPCs (and others they invite) | 10.8.18 |
| SPC pre-work:   * Locate Distribution List for Faculty Survey * Identify respondents for College Perspective Survey * Identify respondents for WBL Inventory * Coordinate with the IR office or others as needed | This could take more or less time depending on college procedures related to use of distribution lists or IR processes. |
| Administer Surveys:   * WestEd sends SPC email text with survey links * SPC sends Faculty Survey to all faculty via Distribution List * SPC sends College Perspective Survey to 3 identified people * SPC sends reminder emails (goal is to get enough responses to get a handle on the issues/needs). * WestEd will send weekly updates of # of responses which can be used to track response rates. | 10.11.18 (allowing for any edits needed after training) |
| Administration of WBL Inventory:   * WestEd sends SPC email text with link to electronic version of inventory * SPC personally contacts each of the respondents to explain the inventory and either completes it with them or asks them to complete online * SPC follows up as necessary for 100% completion | 10.11.18 |
| Close survey (after 3 weeks) | 10.31.18 |
| SBCs complete WBL Inventory and send to WestEd (allow 4 weeks for completion) | 11.8.18 (TBD) |
| College(s) providing incentives offer compensation |  |
| Data collection monitoring   * Ensure all data is complete * WestEd follow up with SPCs as necessary | 10.8-11.16 |
| Data analysis of surveys and inventory   * Faculty survey: * Global analysis * Disaggregated by college for college overviews * Disaggregated by faculty discipline or program (time permitting) * College perspective survey: * Global analysis * Disaggregated by college for college overviews * Inventory: * Global analysis * Disaggregated by college for college baseline data | 11.1.18-12.1.18 |
| Data reporting / summary of results   * Faculty and College perspective survey: * Global summary * Summary of disaggregated data by college for college overviews * College perspective survey: * Global summary * Summary with college overviews * Inventory: * Global analysis * Disaggregated by college for college baseline data * Combined summary of findings from analysis of faculty and college perspective survey data (TBD) | Mid December |
| Further disaggregation of data as needed (e.g., by industry, faculty discipline or program) | January, 2019 |
| Convening to review assessment results (with new WBL Coordinators, as available) | January or February, 2019 |