

SWP Assessment Administration Instructions

Role of the Single Point of Contact

The role of the Single Point of Contact (SPC) identified by each of the 10 colleges is to oversee survey and inventory completion. SPCs (or staff they designate) are responsible for:

1. making sure the surveys go out to all faculty and other key staff
2. completion of the Work-Based Learning and Job Placement Inventory which involves engaging faculty and staff on campus to collect WBL participation data and build relationships

Purpose of the Assessments

Inventory

- Collect baseline numbers to track leading indicators and enable monitoring of the expansion of WBL and Job Placements
- Identify programs that want placement support (support roll-out of WBL and JP and planning for WBL Coordinator, JP Case Managers, and DSNs)
- Facilitate the building of relationships with faculty to support future implementation
- Response goal = comprehensive count

Surveys

- Identify needs for support
- Examine quality features to inform professional development and improvement
- Identify challenges to inform systemic reforms
- Identify requests for professional development to inform offerings
- Response goal = enough responses to get a handle on the issues/needs

Assessment Administration

WBL Inventory

An electronic version of the WBL Inventory will be provided by WestEd.

Outreach and completion of the inventory is coordinated by the SPC at each college, including:

- Personally contact division or department chairs and key program chairs (e.g., Career Center) to explain the purpose of the WBL Inventory and set up a time to meet with faculty, as appropriate.
- Identifying each of the programs/disciplines and course titles for the inventory (a tracking sheet will be provided).
 - Career Center, internship programs, and other campus-wide programs offering WBL should be included as “programs” and the type of service should be included in the “course title” field.
 - Data is retrospective from the **2017-18 academic year**. A year-long course should have one form submitted. A semester or winter session course should also have their own separate inventory forms.
 - Each course title (even if taught in multiple sections during a semester or trimester) can have only one inventory form completed so that there are no duplicate counts.
- Sending identified respondents the link to the online inventory or contacting them to gather the information. A PDF version of the online inventory will be provided to assist with data collection.
- Following up with respondents as necessary to ensure all inventories are sent to WestEd.

Surveys

The following online surveys will be provided by WestEd:

1. Applied and Work-Based Learning College Perspective Survey
2. Applied and Work-Based Learning Faculty Survey
3. 21st Century Skills and Core Competencies Faculty Survey

Outreach and administration of the survey is coordinated by the SPC at each college, including:

- Identifying respondents for the faculty surveys: A Distribution List of *ALL* faculty (CE and academic) should be used to send out emails with survey links.
- Maintaining the master Distribution List to track the number of faculty/staff surveys administered and the overall response rate.
- Coordinating with the Institutional Research office as necessary.
- Identifying respondents for the college perspective survey: Identify and personally orient the best people to complete the college perspective survey. The people in the following roles are recommended to complete the college perspective survey:
 - Career Center director/coordinator (or the spokesperson for the Career Center)
 - Curriculum chairperson
 - Counselor (one who can provide the best perspective on WBL at the college)
 - Cooperative work experience director/coordinator
 - Other roles such as Director of Experiential Education
- Sending emails to all identified respondents with links to the online surveys. Key survey features include:
 - One survey per college (WestEd will provide a unique survey link for each college)
 - No passcodes for individual respondents
 - Mostly closed-ended responses; little writing
 - Sending reminders as necessary
 - Survey responses are submitted electronically and directly to WestEd
 - WestEd will inform SPCs of number of responses so SPCs can send reminders as necessary

Timeline

| Task | Timing |
|---|--|
| SPC pre-work: <ul style="list-style-type: none"> • Locate Distribution List for Faculty Survey • Identify respondents for College Perspective Survey • Identify respondents for WBL Inventory using tracking sheet provided • Coordinate with the IR office or others as needed | Begin following 10/8/18 training |
| Administer Surveys: <ul style="list-style-type: none"> • WestEd sends SPC email text with survey links • SPC sends Faculty Survey to all faculty via Distribution List • SPC sends College Perspective Survey to approximately 4 identified people • SPC sends reminder emails • WestEd sends weekly updates of # of responses to track response rates | WestEd will send link on 10/11/18 for SPCs to forward Survey will close on 10/31/18 |
| Administration of WBL Inventory: <ul style="list-style-type: none"> • WestEd sends SPC email text with link to electronic version of inventory • SPC personally contacts division or department chairs and key program chairs to explain the purpose of the WBL Inventory and set up a time to meet with faculty, as appropriate. • SPC identifies each of the programs/disciplines and course titles for the inventory. • SPC sends identified respondents the link to the online inventory or contacts them to gather the information. • SPC follows up as necessary and ensures all inventories are sent to WestEd. | WestEd will send link on 10/11/18 Complete and send to WestEd by 11/8/18 |

WestEd staff available for support to SPCs:

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