**SWP Assessment Administration Instructions**

**(Surveys and WBL Inventory)**

**DRAFT 9.14.18**

**Outreach**

Communicate with the Single Point of Contact (SPC) identified by each of the 10 colleges and invite them to the assessment training. The SPC should invite staff that will be involved in assessment administration to also attend the training. See below roles for people who may be involved in the assessment process.

1. Single Point of Contact: brokers communications with WestEd and responsible for overseeing survey and inventory completion
2. Individual responsible for survey administration: makes sure surveys go out to all faculty and other key staff
3. Individual(s) responsible for WBL/JP Inventory Completion: engages faculty and staff on campus to collect WBL participation data and build relationships

**Assessment Training**

Conduct training to provide all the details about the assessment process and an opportunity to ask any questions. The purposes of the assessments are described below.

WBL Inventory

* 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)
* Facilitate the building of relationships with faculty to support future implementation
* Response goal = 100% completion for 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 coordinated by the SPC at each college
* Outreach and completion includes:
	+ Identifying which staff (one for each program) will be inventoried on their campus
	+ Personally contacting each of the identified respondents to 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 SPC.
	+ Following up with respondents as necessary
	+ Submitting completed WBL Inventory 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 coordinated by the SPC at each college.
* Outreach and administration includes:
	+ 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 4 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
	+ Sending out an email to all respondents with link to the online surveys. WestEd will provide unique survey links for each college (allowing us to know which responses come from which college).
	+ Following up with reminders, tracking responses, etc.
	+ Survey responses are submitted electronically and directly to WestEd.