# 2011-12 NEW Unit Goals for Planning, Assessment, Research and Quality

<table>
<thead>
<tr>
<th>Goals:</th>
<th>Implementation Strategies:</th>
<th>Responsible:</th>
<th>Outcome indicators:</th>
<th>Progress</th>
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<tbody>
<tr>
<td>General PARQ operations</td>
<td>Hold open house</td>
<td>Michelle</td>
<td>• Open house held</td>
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<td></td>
<td>Select one project to target for award applications – such as CACUBO, NACUBO, NCCI, AIRUM best paper, etc… Project for 2011-12 is the multicultural graduation study</td>
<td>Wendy</td>
<td>• At least two applications submitted • Receipt of one award</td>
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<td></td>
<td>Participate in Campbell-Hallam team development survey</td>
<td>Meridith</td>
<td>• Survey completed • Results received • Action plan developed</td>
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<td></td>
<td>Hold spring celebration event</td>
<td>Jen</td>
<td>• Event held • Positive evaluations</td>
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<td>Quality</td>
<td>Expand participation in Quality Training certificate program</td>
<td>Wendy</td>
<td>• Two sessions held • At least 50 participants across the two sessions • Evaluation results at least as high as in 2010-11</td>
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<td>Strategic Planning and Accountability</td>
<td>Implement Innovate 2011 Engagement Sessions</td>
<td>Meridith, Michelle</td>
<td>• Sessions held • Positive evaluations • 5% increase in attendance from 2010</td>
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<td>Implement UW-Stout’s Inclusive Excellence Action Plan RFP process</td>
<td>Meridith and Julie Furst-Bowe</td>
<td>-RFP process pilot in summer, fully launched in spring 2012 -Action plan submitted in September -Six-month updates completed in December -Year-end updates completed in May</td>
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<td>Project</td>
<td>Description</td>
<td>Responsible</td>
<td>Notes</td>
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<td><strong>Implement proposal for planning at the college/major unit level</strong></td>
<td>Meridith</td>
<td>• All action plans completed and presented at a CAC meeting in 2011-12</td>
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<td><strong>Develop a plan to address the growing number of items on action plans and University Priorities – 387 action items across 11 plans.</strong></td>
<td>Meridith</td>
<td>• Proposal developed and shared with the Chancellor</td>
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<td><strong>Revenue covers 2011-12 personnel</strong></td>
<td>Cori</td>
<td>• Accounts end the year with a positive balance</td>
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<td><strong>At least 5 external clients</strong></td>
<td>ARC team</td>
<td>• Completion of at least 5 projects with external clients</td>
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<td><strong>Launch focus group module</strong></td>
<td>Wendy, Susan, Cori</td>
<td>• Focus group module available for purchase • Current PARQ/ARC students complete module • At least 3 clients</td>
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<td><strong>Make plans for the following in 2012-13: Convert 1 position from LTE/Student payroll to permanent. Add additional associate AIP position.</strong></td>
<td>Cori</td>
<td>• Enough projected revenue to make these changes</td>
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<td><strong>Implement survey clearinghouse</strong></td>
<td>Wendy</td>
<td>-All PARQ surveys loaded -Survey branding proposal implemented -At least 20 other non-PARQ surveys loaded</td>
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<td><strong>Implement information portal</strong></td>
<td>Susan</td>
<td>-Launch information portal campus-wide -Advisory committee structure formed and meeting</td>
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<td>Task</td>
<td>Responsible Parties</td>
<td>Notes</td>
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| Implement question library | Susan, Joel | - Question library advertised to the campus  
- Question library being used by the campus  
- Add least two suggestions for improvements or additions submitted |
| Qualtrics: make tutorials more user friendly and interactive | Susan, Joel | - At least one tutorial updated |
| PolyDASHER: increase membership to 10 institutions submitting data, including at least one international institution | Wendy | At least one international peer joins PolyDASHER. At least 10 institutions are submitting data. |
| Develop proposal for validity testing of AQIP metrics | Meridith | -Proposal developed  
-Proposal approved for funding |
| Expand capacity building initiatives: get website developed and online, advertise materials, develop new resource documents related to survey sampling | Susan | -Website updated  
-Advertising plan developed and implemented  
-At least 2 documents created related to survey sampling |
| Fully implement recommendations section in reports | IR team | - Recommendations section developed and finalized for each report as appropriate |
| Policies | | - All 6 policies reviewed and finalized through the policy review process |
| Complete policy revisions for the following:  
-Sexual Harassment prevention  
-Non-discrimination  
-Rate and fee schedule  
-Web information policy  
-Policy on policies  
-Segregated fee assessment | Meridith | |
Process Improvement Plan

- Continue to revise the procedures for working with the students: (Sally and Cori)
  - Revision to performance evaluation process
  - Enhancements to skills assessments
  - Training for report-writing

- Fully implement central database for identifying continuous improvement suggestions. Ensure that everyone is using the new system and formalize process to ensure that the items on the log are reviewed on a regular basis.

- Formalize new schedule for external surveys – reducing the total number of surveys and decreasing frequency of participation (Sally)

- Implement next phase in ImageNow imaging. Goal for 2011-12 is the ARC documents. (ARC team and Susan)
Training and Development Plan

Encourage and support (where fiscally possible) participation in workshops and training sessions, with a goal to pay for each staff member to attend one off-campus event (or on campus event, if preferred) per year.

Wendy – HLC/AQIP conference, Chicago
Susan – attend AIR webinars
Sally – AIRUM
Meridith – Baldrige examiner training
Tammy – AIRUM
Michelle – attend a conference/seminar/workshop regarding university budgeting
Cori - MESI
Joel - Qualtrics Webinars
Julie-to be determined
Jen - MESI

Continue to use some BPA office meetings for professional development activities. Continue to encourage informal meetings among IR staff to discuss their IR projects and to collaborate on projects when appropriate. This would give IR team members opportunities to learn new skills from other team members. This is done via the IR professional development meetings. (Wendy)

Continue to develop written procedures for critical procedures/responsibilities in order to help in cross-training others and also continue training for backups. This is done through the DMS system. Goal for 2011-12 is to add/update DMS documents listed on the schedule for 2011-12 and to share the document with the person designated as back-up.

Wendy – PolyDASHER
Susan – Information portal
Sally - Common data set
Meridith – AQIP
Tammy- laptop/e-Scholar modeling
Michelle – office supplies
Cori- ARC imaging documentation
Joel- Update existing tutorials (at least one) and make more interactive
Julie- ARC computer licenses
Jen- interrater reliability (update and finalize)
Continue membership and participation in appropriate professional organizations. Where fiscally possible, support participation in webinars, teleconference and other activities sponsored by professional organizations.

Provide job-specific skill development opportunities through representation on committees, as appropriate. Each person to identify one goal:

Wendy – Continue to serve as chair of Survey Clearinghouse Committee, member of AQIP Measuring Effectiveness Committee
Susan – Serve as Senator representing the Chancellor’s division. Serve as chair of the newly developed information portal advisory committee
Sally – serve on a university-wide committee
Meridith – formally transfer “chair” role for IR team, ARC team, and ARC steering group to Wendy and Cori. Determine appropriate role in ESURC.
Tammy- Serve on a different university-wide committee
Michelle – Serve on a different university-wide committee
Cori- Serve on a university-wide committee
Julie- continue to serve as a member of the ARC team
Jen- Serve on a university-wide committee