## 2012-13 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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</thead>
<tbody>
<tr>
<td>General PARQ operations</td>
<td>Obtain at least one award or recognition from the Alumni Follow Up project</td>
<td>Sally</td>
<td>• At least two applications submitted &lt;br&gt;• 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 &lt;br&gt;• Results received &lt;br&gt;• Action plan developed</td>
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<td>Quality</td>
<td>Restructure Quality Training Certificate Program</td>
<td>Jen</td>
<td>• At least 50 participants across the year &lt;br&gt;• Evaluation results at least as high as in 2010-11</td>
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<td>Strategic Planning and Accountability</td>
<td>Implement Innovate 2012 Engagement Sessions</td>
<td>Meridith, Michelle</td>
<td>• Sessions held &lt;br&gt;• Positive evaluations &lt;br&gt;• 2% increase in attendance from 2011</td>
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<td>Action items from 2011 and 2012 engagement sessions identified and implemented</td>
<td>Meridith, Michelle</td>
<td>• Action items identified &lt;br&gt;• You Said…We Did session held &lt;br&gt;• Progress made on action items</td>
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<td>Applied Research Center</td>
<td>Revenue covers 2012-13 personnel</td>
<td>Cori</td>
<td>• Accounts end the year with a positive balance</td>
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<td></td>
<td>Obtain at least 1 external project worth $100,000 or more</td>
<td>ARC team</td>
<td>• Funding received for one project with total revenue of at least $100,000</td>
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<td>Launch focus group module</td>
<td>Jon</td>
<td>• Focus group module available for purchase &lt;br&gt;• Current PARQ/ARC students complete module &lt;br&gt;• At least 3 clients</td>
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| Institutional and Student Research and Assessment | PolyDASHER: all 10 institutions submitting data regularly, revenue based model developed for international partnership | Jen | • At least 10 institutions have at least 1 year of data entered.  
• More detailed MOU developed and agreed upon |
| Implement a new model to address the growing number of graduate student projects – exceeds current capacity | Susan | Model developed, implemented, positive evaluation results sustained. |
| Implement new HR reporting format developed by Data Team Committee | Sally & Tammy | • New format used to successfully complete CUPA Faculty Survey and Salary Equity Study |
| Implement new card reader system for ATL tutor surveys | Sally | • Usage data from Physics Tutor Lab is successfully obtained with 95% accuracy. |
| Implement new CI/non CI enrollment model | Sally | • Model implemented, used by Enrollment Management Committee in projecting future enrollment |
| Continue expanded action oriented approach to institutional research data | IR team | |
| Policies | Complete policy revisions for the following:  
- Comprehensive Security policy  
- Non-discrimination policy for students  
- Service Dog policy  
- Intellectual Property Policy  
- Memorials for Deceased Students Policy | Meridith | • All 5 policies reviewed and finalized through the policy review process |

Note: need someone to coordinate spring celebration event (Susan)
Process Improvement Plan

• Continue to enhance the procedures for working with the students: (Sally and Cori)

• 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. (ongoing)

• Maintain schedules for internal and external surveys – reducing the total number of external surveys (Sally)

• Implement next phase in ImageNow imaging. Goal for 2012-13 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.

- Susan – AEA webinar on Non-parametric statistics; Coursera free online classes: “Computing for Data Analysis” (learn to program in R) and “Data Analysis” (use R for data analysis).
- Sally - Advanced Interactive Reporting Training, AEA webinar on Non-parametric statistics, AIRUM Conference
- Meridith – Baldrige examiner training, Pathways peer review training
- Tammy- Advanced Interactive Reporting Training, AEA Webinar - Non parametric Statistics
- Michelle – Attend AIRUM Conference
- Cori- ??
- Jane- Attend the American Evaluation Association Conference, AIRUM
- Janell- Attend advanced training sessions for ImageNow and CommonSpot
- Jon—Attend MESI Conference
- Jen- AEA webinar on Non-parametric statistics, AIRUM Conference

Continue to use some PARQ office meetings, IR team meetings and ARC team meetings for professional development activities. Hold monthly professional development meetings for IR team and ARC professional staff.

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 2012-13 is to add/update DMS documents listed on the schedule for 2012-13 and to share the document with the person designated as back-up.

- Susan – update the Information Portal manual to be interactive and include all relevant admin-type docs, glossary of terms
- Sally- University Show Rates
- Meridith – Comprehensive planning tasks document
- Tammy- Retention and Graduation Rate Query Instructions
- Michelle – Budget instructions and processes
- Cori- ARC imaging documentation
- Jane- Qualtrics Support Technician job description and process documents
- Janell- RFP process
- Jon- Modules
Jen- Comprehensive planning tasks document

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:

Susan – Serve as Senator representing the Chancellor’s division. Serve as chair of the newly developed information portal advisory committee
Sally- Represent the PARQ office on the IRB
Meridith – Serve as chair of the policy committee, co-chair of the Diversity Leadership Team, member of CAC, SPG, Cabinet, Enrollment management, Provost’s search committee, retention committee
Tammy- UW System Data Sharing Advisory Working Group
Michelle – ESURC evaluation support
Cori- ??
Jane - Survey Clearinghouse
Janell- ??
Jon- ??
Jen- Represent the PARQ office on ESURC