PARQ ANNUAL REPORT
Executive Summary PARQ Accomplishments 2011-12

Planning:
- 11 action plans were approved, with a total of 51 action items across all plans. Four new university priorities were also initiated.
- The Engagement Sessions were offered in a new format with over 550 attendees and more than 15 action items generated from feedback.
- Stout met or exceeded most Growth Agenda targets for enrollments, retention and degrees granted.
- All colleges/major units completed strategic plans and presented them to the Chancellor’s Advisory Council.

Research and Assessment:
- The following projects were completed:
  - 28 university-wide or external surveys
  - 165 graduate student projects completed (increase of 45 projects from previous year)
  - 587 projects completed by PARQ staff and students
  - 10 participants in PolyDASHER
  - 18 data lead requests
- A research help webpage launched with multiple resource documents created.
- Information portal launched and 781 documents are available for viewing; this includes 376 survey documents and 274 student data files.
- Program facts were completed for all graduate programs and continue to be completed for undergraduate programs.
- There are 1,105 registered Qualtrics users at UW-Stout. They have generated 5,045 surveys.
- Responded to more than 360 individual requests for assistance and training and 100 faculty, staff and students attended group trainings.

Applied Research Center:
- The following projects were completed in 2011-2012:
  - 44 internal projects
  - 3 external projects
- Increased the amount of projects by 40 from inception in 2007-08 to 2011-12.
  - Revenue increased by $151,441 from 2007-08 to 2011-12.
  - Project tasks increased from 68 in 2007-08 to 1,203 in 2011-12
- Published one article in StoutQuest and presented at two conferences (AIRUM in MN and Leading Indicators in DC)

Policies:
- 9 policies were revised or developed, as compared with a goal of 6. 8 more policies are in the review process.

Quality:
- A Quality Training session was held on Planning, with 19 participants. Four ESURC reviews were completed.
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<tr>
<td>General PARQ operations</td>
<td>Hold open house</td>
<td>Michelle</td>
<td>Yes</td>
<td>• Open house held</td>
<td>Open House is scheduled for Tues, Feb 21st, 2012 from 1-3 pm.  Open House held on Feb 29th, 2012 from 1-3 pm, approx. 56 people attended</td>
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<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>No</td>
<td>• At least two applications submitted  • Receipt of one award</td>
<td>No progress on this at this time</td>
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<td>Participate in Campbell-Hallam team development survey</td>
<td>Meridith</td>
<td>No</td>
<td>• Survey completed  • Results received  • Action plan developed</td>
<td>Currently on hold due to budget cuts</td>
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<td>Hold spring celebration event</td>
<td>Jen</td>
<td>Yes</td>
<td>• Event held  • Positive evaluations</td>
<td>Completed on May 11, 2012</td>
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<td>Quality</td>
<td>Expand participation in Quality Training certificate program</td>
<td>Wendy</td>
<td>No</td>
<td>• Two sessions held  • At least 50 participants across the two sessions  • Evaluation results at least as high as in 2010-11</td>
<td>Fall session on “Planning” held with 19 participants. Mean of 3.67/4.0 for increased subject knowledge. Barb Nicol has agreed to lead SP12 training in LEAN. Cancelled spring session due to Marson vacancy.</td>
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<td>Strategic Planning and</td>
<td>Implement Innovate</td>
<td>Meridith,</td>
<td>Yes</td>
<td>• Sessions held  • Positive evaluations</td>
<td>Sessions held on August 29th; attendance</td>
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<td>Accountability</td>
<td>2011 Engagement Sessions</td>
<td>Michelle</td>
<td>• 5% increase in attendance from 2010</td>
<td>doubled from 2010. Planning in progress for 2012 engagement sessions.</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>Yes</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>
<td>IE RFP process was implemented. The Diversity Leadership Team reviewed the responses in October and will be making funding decisions in November. Funding recommendations have been made and funding is on hold due to budget. The IE action plan was submitted and approved in September. Six month and year end progress updates submitted.</td>
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<td>Implement proposal for planning at the college/major unit level</td>
<td>Meridith</td>
<td>Yes</td>
<td>• All action plans completed and presented at a CAC meeting in 2011-12</td>
<td>Charge memo went out to college/major unit heads. Presentations have begun to be scheduled for CAC meetings. Presentations are scheduled to be complete by the end of the fiscal year.</td>
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<td>Develop a plan to address the growing number of items on action plans and University Priorities – 387 action items across 11 plans.</td>
<td>Meridith</td>
<td>Yes</td>
<td>• Proposal developed and shared with the Chancellor</td>
<td>A proposal to ask each action plan leader to submit 3-5 FOCUS 2015 action items was submitted and approved. It is anticipated that the total number of action items for 2011-12 will be approximately 50, a considerable decrease from 387 the prior year. Memo sent out regarding 2012-13 process which also asked for 3-5 FOCUS 2015 action items per plan.</td>
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<tr>
<td>Applied Research Center</td>
<td>Revenue covers 2011-12 personnel</td>
<td>Cori</td>
<td>Yes</td>
<td>• Accounts end the year with a positive balance</td>
<td>Accomplished – will end the year with a small positive balance</td>
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<td>At least 5 external clients</td>
<td>ARC team</td>
<td>No</td>
<td>• Completion of at least 5 projects with external</td>
<td>Three external client projects completed</td>
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<tr>
<td>Task</td>
<td>Responsible Parties</td>
<td>Progress</td>
<td>Completed</td>
<td>Notes</td>
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| Launch focus group module                                           | Wendy, Susan, Cori  | No       |           | • Focus group module available for purchase  
• Current PARQ/ARC students complete module  
• At least 3 clients  
Module testing being finalized. Some updates need to be made before we go live.  
Module purchasing site loaded and ready to go. |
| Make plans for the following in 2012-13: Convert 1 position from LTE/Student payroll to permanent. Add additional associate AIP position. | Cori                | No       |           | • Enough projected revenue to make these changes  
Added RT position (Jon) for 12-13, eliminated office assistant position, reduced number of student employees. Additional AIP being added. |
| Implement survey clearinghouse                                      | Wendy               | Yes      |           | -All PARQ surveys loaded  
-Survey branding proposal implemented  
-At least 20 other non-PARQ surveys loaded  
PARQ surveys were loaded over the summer, new templates are available for use. Began process of requesting others on campus to enter surveys previously conducted on campus to database. This project currently on hold due to Marson vacancy. |
| Implement information portal                                        | Susan               | Yes      |           | -Launch information portal campus-wide  
-Advisory committee structure formed and meeting  
-All PARQ documents migrated  
-At least 3 other departments migrated or partially migrated  
Advisory committee formed and 1st meeting held; - all PARQ surveys, focus group, student and faculty data have been migrated; IP with ASLS division reports Admissions weekly reports loaded, annual reports IP  
Working with Chancellor's office re committees  
Working with ASLS re dept reports  
Continue to load new PARQ docs (program facts, student data) |
| Implement question library                                          | Susan, Joel         | No       |           | -Question library advertised to the campus  
-Question library being used by the campus  
-Add least two suggestions  
Question library content shared with faculty members as appropriate to their project; question added re satisfaction with institution; IRB approval added to graphic library. |
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<td>Qualtrics: make tutorials more user friendly and interactive</td>
<td>Susan, Joel</td>
<td>Yes</td>
<td>-At least one tutorial updated</td>
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<td>PolyDASHER: increase membership to 10 institutions submitting data, including at least one international institution</td>
<td>Wendy</td>
<td>Yes</td>
<td>At least one international peer joins PolyDASHER. At least 10 institutions are submitting data.</td>
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<td>Develop proposal for validity testing of AQIP metrics</td>
<td>Meridith</td>
<td>No</td>
<td>-Proposal developed -Proposal approved for funding</td>
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<td>Expand capacity building initiatives: get website developed and online, advertise materials, develop new resource documents related to survey sampling</td>
<td>Susan</td>
<td>Yes</td>
<td>-Website updated -Advertising plan developed and implemented -At least 2 documents created related to survey sampling</td>
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<td>Fully implement recommendations section in reports</td>
<td>IR team</td>
<td>Yes</td>
<td>• Recommendations section developed and finalized for each report as appropriate</td>
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<td>Meridith</td>
<td>Yes</td>
<td>• All 6 policies reviewed and finalized through the policy review process</td>
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progress. New policies being developed on Comprehensive Security and Service Animals. In total, 9 policies were revised or developed, and 8 more are in the review process.
Process Improvement Plan

- Continue to revise the procedures for working with the students: (Sally and Cori)
  - Revision to performance evaluation process  Added self-assessment, revised input surveys from the staff
  - 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. Each tab in the CI log is scheduled for a review with the IR team at least once per year. The responsible person can request a more frequent review as needed. Reviewed the purpose of the CI log and when to use it with the students. CI log reviewed several times throughout the year.

- Formalize new schedule for external surveys – reducing the total number of surveys and decreasing frequency of participation (Sally) Schedule has been developed and new surveys are reviewed as they are received to assess value of participating.

- Implement next phase in ImageNow imaging. Goal for 2011-12 is the ARC documents. (ARC team and Susan) Initial meeting held.
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 – attend AIR webinars attended AEA webinar on best practices for presentations; attend Excel trainings; NACUBO annual conference (picked up award); hyperion intermediate training; HRS/EPM training; Image Now training sessions;

Sally – AIRUM. Attend AIRUM in October, HRS-EPM Training, and Intermediate Interactive Reporting (Hyperion), P-Card New Information Session

Meridith – Baldrige examiner training; attended this, SCUP training, HLC Pathways training

Tammy – AIRUM – attended AIRUM in October, HRS-EPM Training, and Intermediate Interactive Reporting (Hyperion)

Michelle – “Seven Principles to Fully Engage Your Customers”, Dr. Bryan Williams; UW-Stout Edge Session “Travel Made Easy.”; a social media information session at UW-Stout. P-Card New Information Session to find out new p-card procedures; WISDM and Hyperion EDGE session; 3270 Redbook budget info session

Cori – MESI (Introduction to Program Evaluation Workshop); Grant Writing Seminars; Shining through Social Media; Effective Reporting Techniques for Evaluators; 7 principles for engaging your customers seminar; NVivo Webinar; Beginner & Advanced Hyperion

Joel – Qualtrics Webinars Attended an on-campus workshop, “Seven Principles to Fully Engage Your Customers”, Dr. Bryan Williams; presented at AIRUM

Julie – to be determined

Jen – MESI; Effective Reporting Techniques for Evaluators; NVivo Webinar; Beginner & Advanced Hyperion; Excel

Continue to use some PARQ 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. IR professional development meetings cancelled. Professional development items added to IR/ARC team meetings as needed

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 – documentation and training documents completed; in PolyDASHER folders.

Susan – Information portal documentation for linking docs; various docs to train data owners; several procedural documents complete, and several in draft form

Sally – Common data set documentation is in process. DMS document has been created.

Meridith – AQIP. Not completed – decided to leave AQIP.
Tammy - laptop/e-Scholar modeling – A draft of this is completed. DMS document has been created.
Michelle – purchase of office supplies - DMS document has been created; Sally is the back-up person and has been trained
Cori- ARC imaging documentation – initial meeting with imaging team has been held.
Joel- Update existing tutorials (at least one) and make more interactive
Julie- ARC computer licenses – documented and updated.
Jen- interrater reliability DMS document created, on how to use NVIVO for inter-rater reliability

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- serving on IRB, chair of Institutional Planner Search Committee, chair for data collection team
Meridith – formally transfer “chair” role for IR team, ARC team, and ARC steering group to Wendy and Cori. Determine appropriate role in ESURC. – working with Scott on ESURC, committee membership is nearly full and group is getting back on track with timelines. Marson position vacant so have not transferred role for IR team. Cori managing ARC team meetings. Still need to decide what to do with the ARC steering group.
Tammy- Serve on a different university-wide committee – No longer a member of ESURC, data collection team
Michelle – Serve on a different university-wide committee
Cori- Serve on a university-wide committee – no current committee representation
Julie- continue to serve as a member of the ARC team
Jen- Serve on a university-wide committee serving on ESURC