

## ACTION PLANNING WORKSHEET

<b>Title of Group:</b>	Team Members: (please list)
<b>Institutional Overall</b>	FoE Steering Committee
<b>Strategic Direction #?</b> 1, 2, 3, 4, 5	Please Indicate # 1
<b>Vital Initiative #?</b> Example 1.1, 1.2, . . .	Please Indicate # 1.3
<b>Priority #?</b>	Please indicate #
<b>What?</b> Strategic Objective (Please state in measurable terms)	Assessment Tools & Institutional Data Usage
<b>How?</b> Strategies (Please list each strategy)	<ul style="list-style-type: none"> <li>• The addition of a department designed and staffed specifically to provide a methodical, reliable and valid program of student assessment and recommended action. All new students would be encouraged and new students at risk, required, to utilize this department's functions. This department would be directed by a professional educated in macro-level and micro-level social-systems theory and individual systems theory. This department's responsibilities would include, but not be limited to the following:               <ul style="list-style-type: none"> <li>a. Provide an assessment protocol for new student's needs that is bio-psycho-socially oriented.</li> <li>b. Assess students individually that were recognized as lacking or challenged in any area, by any faction of EWC; Student Retention Team, Advisory Alerts, faculty, Director of Resident Life, organization sponsors, roommates, librarians, ...</li> <li>c. Link these students to EWC services, departments, supports... deemed appropriate according to the assessment protocol; tutoring, clubs and organization sponsors, counseling, Community Education, workstudy...)</li> <li>d. Link students to community supports when their needs are beyond the scope of EWC's services; Public Health, day-care providers, repair shops, physical therapy, Peak Wellness Center...</li> <li>e. Provide a formal assessment process regarding what EWC and the community presently offers to address the needs of students and what is lacking. Submit recommendations for improvement or additions to the appropriate department, the Leadership Team, the Board of Trustees or whoever can best address and implement the services that students are requiring in order to be successful.</li> </ul> </li> <li>• An assessment tool should be developed to use for the five identified initiatives utilizing the recognized method of planning, "Plan-do-check-act (PDCA) cycle." It is a four-step model for carrying out change. Planning groups should be utilized and then kept in place to ensure the continued improvement of these and other initiatives.</li> </ul>
<b>Budget?</b> Estimated Costs	TBD
<b>When?</b> Timeline	2009-2010
<b>Who?</b> Team or Responsible Persons for leading strategic objectives	Outcomes Assessment Committee and Institutional Effectiveness
<b>Measurements/Accountability</b> Key Performance Indicators (KPI)— How do we know if we are on the right track?	Assessment tools are developed for a variety of uses in college processes.
<b>Ultimate Goal</b> —How do we know if we are successful?	College processes are improved through effective use of assessment tools and data analysis.