

Frequently Asked Questions – Level II

Q. What level of prior knowledge/experience should participants have?

A. This intermediate-level retreat is designed for those campuses that have assessment systems in place and that have experience closing the loop based on assessment findings.

Q. How many people does it take to make a "team"? Are two enough?

A. Yes, two or more people qualify as a "team." We encourage you to send key stakeholders with interest in your team project, including a student.

Q. Can an individual come NOT as part of a team?

A. Yes. We strongly encourage teams but we're not restricting these events to teams. For some activities, singletons may be grouped with each other. Singletons are also expected to contribute two promising practices.

Q. What information should be included in the project description?

A. Your project sheet should provide answers to the following questions:

- i. What is the project you would like to work on? Please describe.
- ii. How would you describe the current state of assessment efforts on your campus relative to this project? (To help you decide whether your efforts are "initial," "emerging," "developed," or "highly developed" download the rubric located here: [FIVE RUBRICS](#))
- iii. In which areas would your team like guidance?
- iv. Brief description of two promising practices from your campus experience. (These will be distributed to all workshop participants)
- v. Who are your team members? Please list team members who will attend the retreat, including position titles, and the rationale for team selection.

Q. Is a person coming singly still expected to submit a project description?

A. Yes. The person can represent a group back on campus that hopes to advance a particular project. .

Q. What if an individual doesn't have a "project" and just wants to come to learn?

A. That's OK, space permitting, but the individual should keep in mind that that is not really what the workshop is designed for, so s/he may be disappointed. It is also expected that all teams and individuals will present and discuss promising practices with other retreat participants.

Q. How will the promising practices be shared?

A. Retreat organizers will set a deadline for you to submit detailed descriptions of your campus' two promising practices as email attachments. These descriptions should be no more than three pages and should include relevant organizational charts, writing prompts, rubrics, or other details. All of them will be distributed to retreat registrants before the event. In addition, a member of your team should be prepared to share your practices as part of a poster.

Q. What if I miss the deadline for submitting the promising practices documents.

A. If you miss the deadline, we will ask you to make copies of your documents for each retreat participant. We will tell you in advance how many copies to make.

Q. Does the project have to be about formal academics? Can it be about out-of-classroom learning and come from Student Affairs?

A. Yes, absolutely. Integration of in-class and out-of-class learning is good, too.

Q. What is the schedule for each day of the seminar?

A. The schedule is as follows: Thursday from 4:00pm – 8:30pm; Friday from 7:00am – 6:00pm; Saturday from 7:00am – 12:00pm.

Q. What meals are included in the registration fees?

A. The following meals will be provided: Dinner Thursday evening; breakfast and lunch on Friday; breakfast on Saturday. Beverages and snacks will be provided during breaks. Attendees will be on their own for all other meals.

Q. Is there any funding to support graduate students or institutions on tight budgets?

A. No, unfortunately, not at this time. Suggestions for grant funding are most welcome!

Have More Questions? Contact: Julie Kotovsky at jkotovsky@wascsenior.org or (510) 995-3167