

Team Information and Project Form
September 22-23, 2011
WASC Retreat on Assessment Essentials

Project

We ask all teams to arrive with a specific project to work on. This allows your team to continuously apply what you're learning in the plenaries, break-out sessions, consultations with mentors, and conversations with other teams. It also means you will have a tangible product at the end of the workshop, something that you can take back to campus and implement to advance assessment.

Your project may involve articulating outcomes, mapping, putting other pieces of the assessment cycle in place, or solving a specific problem. In general, the more focused the project, the better. Based on what you learn during the retreat, you may also decide to modify your project. That's OK. The important thing is that you are able to use your time at the retreat productively.

At the end of the retreat, each team will report on its progress. **The report-out is an important part of the retreat.** It gives your team a focus and a deadline for work on your project; it's a chance for you to get feedback on your project from other teams; and it's an opportunity for you to return the favor by providing feedback to the other teams in your mentor group. (See the page on the report-out.)

Submitting your team information

Once registered, you'll receive an email confirmation containing a link to instructions for submitting your team project. The team should work on these forms together, but only one form per team should be submitted.

In the form you will receive, you will submit the following:

- A description of your **project**, questions you need answered, and resources you seek. We will use this information to assign your team to the appropriate mentor and mentor group. If your team has additional information it would like to share prior to the workshop, so that your mentor is better able to help with your project, you may email it as an attachment to jkotovsky@wascsenior.org.

- A list of the members of your team and their roles in advancing the project

The team should work on this form together, but only one form per team should be submitted. Your team must **complete this by September 7, 2011**. The sooner we receive your information, the better prepared our mentors will be to help you. Thank you!