Tools for Professional (and Personal) Success

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Why this session?
Collaboration Tools

• Skype
• JoinMe
• Fuze
• Google Docs
Cutout of a website interface showing a promotional offer for a yearly plan. The offer includes a discount and mentions the ability to log in to continue.
Fuze

URL: www.fuzebox.com
Welcome to** FUZE Meeting**

- **Join Meeting**
- **Start Now or Schedule**
- **My Meetings**
- **My Content**

Quick Start Guide

URL: www.fuzebox.com
Work/Project Management Tools

- Not a tool but... DUAL MONITORS
- Grindstone
- Power of Microsoft formatting / themes
- Taming your email inbox
- Todoist
- OneNote
- Smartsheet
Grindstone

This is a FREE software that resides on your PC and assists in time tracking by project. Can also be purchased and shared between users when collaborating on a larger project.

Organize projects, and track time by project

See running list of each day and length of time spent per project

URL: http://www.epiforge.com/Grindstone
By visualizing length of time by project (Task Name), you can see which projects you are really devoting all your time towards.

This is concrete, not, “Well, I think...”

URL: http://www.epiforge.com/Grindstone
If you prefer looking at your time by Category, you can get a broader picture of where your time is spent.

I’ve used this to successfully argue for additional staffing and for splitting of duties.
Power of Microsoft Themes

By saving a THEME within Microsoft, you can retrieve the same look, fonts, texts, from any of the Microsoft products. Retrieve data using Access, dump into Excel for formatting and present in PowerPoint? Or create a report in Word? No problem – and no worries about having to justify fonts or align colors between the steps.
Annual Assessment Review: Organizational Communication (BS)

The following rubric is adapted from Middle States Commission on Higher Education and the Schreyer Institute for Teaching Excellence at Penn State.

<table>
<thead>
<tr>
<th>Proficiency level</th>
<th>Appropriate evidence is documented in TracDat?</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>Acceptable</td>
<td>Yes, with some areas in need of improvement</td>
<td>2</td>
</tr>
<tr>
<td>Developing</td>
<td>Yes, with major gaps</td>
<td>1</td>
</tr>
<tr>
<td>No evidence</td>
<td>No</td>
<td>0</td>
</tr>
</tbody>
</table>

Section A: Program Assessment Plan

1. A program mission statement exists, describing what the program does and why it is in existence.
2. A program values statement exists, describing the program’s core beliefs and has a connection to the University Creed.
Power of Microsoft Formatting

- By reformatting the Heading structure (below) I have built in the ability to use the automatic formatting to unify my MSCHE Monitoring Report, including cross-referencing items in the Appendix (with its own Heading type) and creating a sane Table of Contents ... without losing my mind!

URL: http://www.shaunakelly.com/word/styles/modifyastyle.html
Taming your inbox

Regardless of the email tool you choose for your personal messages or what your institution uses, many options are similar...

Organize projects, using Rules to sort messages or adding Categories

Type an email and schedule to send out later or use a draft if you want to re-read before sending. Tip: don’t key in the recipient’s address if you have accidentally quick fingers!
Taming your inbox

Email Commandments
1. Get out of denial (email is anticipated to rise 14% in next two years).
2. Don’t let email be #1 priority.
3. Not all emails are created equally.

Best methods to tame?
• Turn off reminders and check at periodic times during the day.
• Use templates for common responses.
• Turn emails into tasks then cross them off
• Actions: delete/archive, delegate, defer, respond (in 2 minutes or less), do
• [URL](http://three.sentenc.es/)

Todoist

Get Things Done with Todoist
Todoist is the leading personal task manager that's useful, fast and easy to use.

Watch a Video

Sign Up Today

Creating an account is free and takes 20 seconds.

Trusted by employees in most Fortune 100 companies.

5 reasons you'll love Todoist

URL: todoist.com
Todoist

URL: todoist.com
OneNote

- Organization / note-taking tool
- Meeting minutes, conference notes, planning sessions
- Can store locally or on network to access from various locations
- Can send information from screen shots, scans, emails, calendar directly to OneNote
Various notebooks

- Institutional's Notebook
- Librarian's Notebook
- Assessment Resources
- TracDat Users Conference
- MU Assessment webpage ideas
- Gen Ed and Program Asmt suggestions

Open Other Notebooks

Quick Notes
OneNote

• Best of all – FIND information that you need!
Smartsheet

URL: http://www.smartsheet.com/
Smartsheet

URL: http://www.smartsheet.com/
URL: http://www.smartsheet.com/
Other IR Resources

- irresources.info
- Measuring Quality in Higher Education: An Inventory of Instruments, Tools and Resources
- Toolbox.com
  - http://www.toolbox.com/
- Internet Resources for Higher Education Outcomes Assessment
  - http://www2.acs.ncsu.edu/UPA/archives/assmt/resource.htm
- Institute for Digital Research and Education
  - https://idre.ucla.edu/stats
- NEAIR – Recommended Links
  - http://www.neair.org/general/recommended_links.asp
Welcome to IR Resources!

There are a variety of web-based resources available to the IR practitioner, the majority of which are available at no cost. To inform decision making, IR professionals must be able to select appropriate resources and retrieve data quickly and efficiently. We have created a tool to help quickly pinpoint the most appropriate resources for data requests. Select an item below to begin.

URL: http://irresources.info/
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Do you have a resource you would like to see listed? Send it to us!

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Data Type</th>
<th>Cost</th>
<th>Years of Data Available</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Bureau Statistical Abstract</td>
<td>The Education section presents data primarily concerning formal education as a whole, at various levels, and for public and private schools. Data shown relate to the school-age population and school enrollment, educational attainment, education personnel, and financial aspects of education. In addition, data are shown for charter schools, computer usage in schools, distance education, and adult education.</td>
<td>Countdowned data</td>
<td>Free</td>
<td>1860-2013</td>
<td>Much of the data comes from NCES and other governmental sources.</td>
</tr>
<tr>
<td>Chronicle Facts and Figures</td>
<td>Chronicle Facts and Figures contains reports, data, and maps on a variety of higher education issues, including compensation, tuition cost, online learning, and degree attainment.</td>
<td>Interactive website</td>
<td>Free</td>
<td>Most recent reporting year</td>
<td>Your institutions data and Collegeboard data</td>
</tr>
<tr>
<td>College Board ACEI</td>
<td>Admitted Class Evaluation Service (ACES) is a free online service that predicts how admitted students will perform at your institution generally and how successful they can be in specific classes. ACES helps you answer important questions about the assessments you use to admit and place students at your institution. ACES offers two types of validity studies—admission and placement.</td>
<td>Countdowned data</td>
<td>Free</td>
<td>Most recent reporting year</td>
<td>NCES, U.S. Census Bureau, College Board, National Institute for Early Education Research, NACAC State of College Admission, Education Commission of the States, National Governors Association and Council of Chief State School Officers, State Nonfiscal Survey</td>
</tr>
<tr>
<td>College Completion</td>
<td>The Chronicle of Higher Education with support from the Bill &amp; Melinda Gates Foundation. This Website examines data and trends at 3,800 degree-granting institutions in the United States (excluding territories) that reported a first-time, full-time degree-seeking undergraduate cohort, that a total of at least 100 students at the undergraduate level in 2010, and awarded undergraduate degrees between 2006 and 2010.</td>
<td>Interactive website</td>
<td>Free</td>
<td>Most recent reporting year</td>
<td>Access to data is dependent on fee.</td>
</tr>
</tbody>
</table>

**URL:** [http://irresources.info/](http://irresources.info/)
Measuring Quality in Higher Education: An Inventory of Instruments, Tools and Resources

This website provides an inventory of resources designed to assist higher education faculty and staff in the challenging task of assessing academic and support programs as well as institutional effectiveness, more broadly. The items in this inventory are divided into four categories: instruments (examinations, surveys, questionnaires, etc.); software tools and platforms; benchmarking systems and data resources; projects, initiatives and services. They can be searched using keywords or through a set of filters that include the unit of analysis, the targeted level of assessment, and the subject of measurement.

This inventory is an update to the monograph, “Measuring Quality: Surveys and Other Assessments of College Quality” (Borden & Owens, 2001), published jointly by the American Council on Education and the Association for Institutional Research. The original volume included information about 26 assessment instruments (mostly examinations and surveys). The current inventory, in which the National Institute for Learning Outcomes Assessment is also a partner, expands considerably the domain and range of assessment resources to include approximately 250 items. Whereas the earlier resource focused almost entirely on assessing student life and learning, this version also considers a broader range of quality issues for which there is public interest regarding institutional effectiveness, including the research/scholarship and outreach/service missions of institutions, as well as the alignment between higher education institution activities and societal needs.

URL: http://apps.airweb.org/surveys/
Measuring Quality in Higher Education

http://apps.airweb.org/surveys/Inventory.aspx

Adult Learner Needs Survey
ACT, Inc.
Category: Instruments
Unit of Analysis: Student
Level of Assessment: Institution-Level; Other/Non-specific
Target: Attitudes, Beliefs or Values: Characteristics, Qualities or Opportunities

Explores the perceived educational and personal needs of adult students, or of prospective adult students in the community. (This instrument is no longer published.)

Alumni Outcomes Survey
ACT, Inc.
Category: Instruments
Unit of Analysis: Student
Level of Assessment: Institution-Level
Target: Attitudes, Beliefs or Values: Growth, Success or Productivity

Assesses alumni perceptions of an institution's impact on their personal and professional growth and development. Provides a detailed employment and education history. (This instrument is no longer published.)

Alumni Survey
ACT, Inc.
Category: Instruments
Unit of Analysis: Student
Level of Assessment: Academic Schools/Departments and Student Services; Administrative/Support Programs or Processes; Other/Non-specific
Target: Attitudes, Beliefs or Values: Experiences or Behaviors; Practices, Processes or Policies

Evaluates the impact of programs, services, and experiences of students by assessing the perceptions of graduates. Provides a detailed employment and education history. (This instrument is no longer published.)

Additional Resources

The following resources provide more general information and links to additional resources related to improvement.

Accountability

Education Commission of the States: Postsecondary Accountability (ECS)
State-level accountability issues, focusing on performance funding models, indicators, and measures.

National Center for Public Policy and Higher Education (NCPHE)
Provides action-oriented analyses of pressing policy issues facing the states and the nation regarding education—including two- and four-year, public and private, for-profit and nonprofit institutions.

State Higher Education Executive Officers: Accountability & Assessment (SHEEO)
Reports, projects, and recommended readings related to higher education accountability and assessment.

Western Interstate Commission for Higher Education: Accountability (WICHE)
Provides publications, papers, and reports along with policy and data resources on accountability and additional links to higher education organizations.

Accreditation

American Association of University Professors: Resources on Accreditation (AAUP)
Provides views on accreditation processes, in particular the role that faculty play as well as links.

Council for Higher Education Accreditation (CHEA)
Provides links to the higher education accrediting agencies recognized by the U.S. Department of Education.

U.S. Department of Education: Accreditation in the United States
Describes the structure of U.S. higher education accreditation and lists the agencies recognized regional and specialized accreditation.

Assessment

Alverno College: Learning Outcomes Studies
Focuses on conducting research aimed at linking the outcomes of college to the curriculum, educational techniques and the assessment process, and demonstrating the link between college-learned skills of work, personal life, service, and citizenship.

Association of American Colleges & Universities: Assessment Initiatives
Publications, meetings and institutes, and other assessment resources developed and maintained by AAC&U.
NEAIR Recommended Links

Recommended Links

Do you have helpful links to share with other NEAIR members? Send us the link and a brief description to NEAIR.

IR Resources
- Association for Institutional Research
  This site provides public access to online information resources for institutional researchers, professional development opportunities, networking information, membership information and a no-cost job listing service. Additional resources are available through member-only password-protected login.
- Council for Adult & Experiential Learning
  Provides an excellent selection of resources about adult learners.
- Council for Higher Education Accreditation
  This site provides links to the various accrediting bodies, both regional and specialized. Knowing what different accrediting agencies require can be helpful in developing ideas for institutional accreditation.

URL: http://www.neair.org/general/recommended_links.asp
Handy Apps

• Google Drive (for your smartphone)
• Evernote/Penultimate
Evernote (and Penultimate)

URL: evernote.com and evernote.com/penultimate
What tools do you love?

• Please share the tools you love at:

https://docs.google.com/document/d/1HWo5K9nI8T-My1rDYsFcuDf5WO4Q86bN4heMJJ6QTCE/edit?usp=sharing